

# 2024 Land & Water Conservation Fund Grant Application Guide



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**MISSOURI DEPARTMENT OF NATURAL RESOURCES**  
DIVISION OF STATE PARKS

## SECTION I. LAND & WATER CONSERVATION FUND OVERVIEW

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### A) What is the Land & Water Conservation Fund (LWCF)?

The Land & Water Conservation Fund (LWCF) was established by the LWCF Act in 1965. The fund provides matching grants to States and local governments for the acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States.

The Department of Interior's National Park Service (NPS) oversees the [LWCF program](#) and has delegated administration of the program to each state. In Missouri, the Department of Natural Resources (MoDNR) administers the program. Direct oversight of the program is performed by the Division of State Park's (DSP) Grants Management Section (GMS). Projects that are recommended for funding by GMS are those that demonstrate an ability to meet the needs outlined in the most recent Statewide Comprehensive Outdoor Recreation Plan (SCORP) dated 2018-2022, which is available at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. The SCORP serves as a framework for the planning, development, management and protection of Missouri's outdoor recreation resources.

### B) How much money is available in the LWCF?

The LWCF program is funded through revenue from offshore oil and gas drilling. LWCF monies are apportioned to the states by the Secretary of the Department of Interior each fiscal year in accordance with the apportionment formula contained in the LWCF Act. This formula includes a factor for equal distribution of a portion of the fund among the states, as well as factors for distribution based on population and need. Missouri's available apportionment is typically between \$4.1 million and \$5.4 million each year. The maximum amount that can be requested and awarded per project is **\$500,000** and the minimum is **\$25,000**.

### C) Who can sponsor a LWCF project?

LWCF grants are available to political subdivisions of the state and other appropriate public agencies, such as counties, municipal governments, local park and recreation departments, and public school districts. All eligible project sponsors, including those that have other than public outdoor recreation purposes, must be able to commit their resources to the perpetual stewardship of the LWCF-assisted public outdoor recreation area pursuant to the LWCF Act (see paragraph J below).

### D) How does project funding work?

The LWCF is a 50-50 matching grant program, which means the project sponsor must share at least 50% of the project cost. The sponsor's match can include in-kind contributions and donations. Additionally, LWCF grants are reimbursement grants, which means the grants provide reimbursements to project sponsors after expenses have been incurred.

### E) What projects are eligible for LWCF funding?

All LWCF-assisted projects must be maintained in a state of outdoor recreation and open to the public in perpetuity. No grant funding will be awarded to projects which, in whole or in part, will not be open to the public. Eligible LWCF projects include the following broad categories.

- Acquisition of land for outdoor recreation. These include the acquisition of land and waters or partial rights to them. Proposed acquisitions of interests in lands and waters of less than fee simple title, including leasehold interests, are not eligible unless such lesser rights (e.g., permanent recreation use easements or similar devices) will ensure access to the public in perpetuity.
- Development/construction of new outdoor recreational amenities and support facilities needed by the public for recreational use of an area.
- A combination of both acquisition of land and development/construction of new outdoor facilities.
- Rehabilitation, restoration, and/or repair of existing recreational amenities and support facilities. Rehabilitation means extensive repair needed to bring a facility up to standards suitable for public use, but does not mean routine maintenance.
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Below is a list of eligible project types. For a list of eligible project costs, see pages 32-33.

- Sports and playfields, courts and other outdoor spaces used in competitive and individual sports. This includes fields for baseball, softball, soccer and football, tennis courts, playgrounds and tot lots, golf courses, rifle/pistol ranges, trap/skeet fields, archery ranges, rodeo arenas, inline hockey rinks, skate parks, running tracks, and other similar facilities.
- Picnic facilities, such as picnic tables, fireplaces, shelters, and other facilities related to family or group picnic sites.
- Trails and trail amenities, such as overlooks, turnouts and trails for nature walks, hiking, bicycling, horseback riding, exercising, motorized vehicles and other trail activities.

- Swimming facilities, including swimming beaches, outdoor pools, wave-making pools, wading pools, spray pools, lifeguard towers, bathhouses and other similar facilities.
- Boating facilities. LWCF assistance maybe available for most facilities related to motor boating, sailing, canoeing, kayaking, sculling and other boating activities. These facilities include, but are not limited to, docks, berths, floating berths secured by buoys or similar services, launching ramps, breakwaters, mechanical launching devices, boat lifts, boat storage, sewage pump-out facilities, fuel depots, water and sewer hookups, restrooms, showers, electricity and parking areas. Marinas are also eligible for assistance and are subject to the following provisions regardless of when LWCF assistance was provided:
  - An equitable method of allocating berth space must be used in all marinas. Berth lease terms are not transferable to any other party. Berth space for transient boaters must be provided.
  - Commercial charter fishing or sightseeing boats are permissible marina leaseholders due to their potential for expanding public waterfront access. However, these users should not occupy a significant number of marina berths, so project sponsors should establish reasonable limits on the number of berth spaces provided for such users.
  - Marinas located in urban areas must include specific design provisions for non-boater public access, such as walkways, observation points, fishing piers and/or related facilities. Limited access to the actual marina berths may be retained.
- Fishing/hunting facilities, such as fishing piers, access trails and access points, initial clearing and planting of food and cover, stream improvements, wildlife management areas, fish hatcheries and other facilities necessary for public fishing or hunting. Fish hatcheries are eligible only if they will be open to the public for general compatible outdoor recreation, and priority will be given to hatcheries that provide urban fishing opportunities.
- Winter sports facilities, such as ski trails; jumps; lifts; slopes; and snowmaking equipment used in downhill skiing, cross country skiing, tobogganing, sledding, snowmobiling, and other winter sports. Outdoor ice-skating and ice hockey rinks are also eligible.
- Camping facilities, including picnic tables, fireplaces, restrooms, information stations, snack bars, utility outlets and other facilities needed for camping by tent, trailer or camper. Cabins or group camps of simple basic design and accessible to the general public in an equitable manner are eligible.
- Exhibit facilities, such as outdoor exhibit or interpretive facilities that provide opportunities for the observation or interpretation of natural resources located on the recreation site or in its immediate surrounding areas. This includes small demonstration farms, arboretums, outdoor aquariums, outdoor nature exhibits, nature interpretive centers and other similar facilities.
- Spectator facilities, including amphitheaters, bandstands and modest seating areas related to playfields and other eligible facilities provided the facility is not designed primarily for professional or semiprofessional arts or athletics, or intercollegiate or interscholastic sports. Seating provisions to accommodate persons with disabilities must be provided.
- Community gardens, which includes land preparation, perimeter fencing, storage bins and sheds, irrigation systems, benches, walkways, parking areas and restrooms. In such a project, community gardening must be clearly identified in the SCORP as a needed outdoor recreation activity and must be accessible to the general public in an equitable manner.
- Outdoor display facilities at zoological parks provided they portray a natural environmental setting serving the animal's physical, social, psychological and environmental needs, and is compatible with the activities of the recreationist. Basic winter/adverse weather housing quarters that are separate and distinct from enclosed viewing display areas, and used in direct support of outdoor displays may also receive assistance. Support facilities to serve the needs of the recreationist, such as walkways, landscaping, comfort facilities, parking, etc., are also eligible.
- The beautification of an outdoor recreation area, provided it is not part of a regular maintenance program and the site's condition is not due to inadequate maintenance. Beautification includes landscaping to provide a more attractive environment; the clearing or restoration of areas that have been damaged by natural disasters; the screening, removal, relocation or burial of overhead power lines; and the dredging and restoration of publicly owned recreation lakes or boat basins and measures necessary to mitigate negative environmental impacts.
- Support facilities needed by the public for outdoor recreation use of an area, such as roads, parking areas, utilities, sanitation systems, restroom buildings, simple cabins or trail hostels, warming huts, shelters, visitor information centers, kiosks, interpretive centers, bathhouses, permanent spectator seating, walkways, pavilions, snack bar stands, and equipment rental spaces. When appropriate, support facilities may be sheltered from the elements by providing a simple roof or cover. Development projects in new or previously undeveloped recreation areas may not consist solely of support facilities, unless they are required for proper and safe use of an existing viable outdoor recreation area that does not require additional outdoor recreation facilities (such as construction of restrooms at a public nature study area), or unless necessary outdoor recreation facilities are being developed concurrently with the LWCF-assisted support facilities, or unless necessary outdoor recreation facilities will be developed within a reasonable period of time. In the latter two cases, the Financial Assistance Agreement will include a provision that the assisted outdoor recreation facilities must be completed within a certain time frame agreeable to the NPS, and if they are not, the grant funds for the support facilities will be refunded.

- Facilities that support the operation and maintenance of the recreation resource on which they are located, such as maintenance buildings, storage areas, administrative offices, dams, erosion control works, fences, sprinkler systems and directional signs. Support facilities (i.e., roads and sewers) that serve both eligible and ineligible facilities (such as indoor facilities), are eligible for assistance on a pro rata basis for that portion of the support facility that will serve the eligible facilities.
- Roads constructed outside the boundaries of the recreation area or park, only if they are access roads to a designated park and recreation area and not part of a state, county or local road system extending beyond or through the boundaries of the area. The access corridor must be owned or adequately controlled by the agency sponsoring or administering the park or recreation area to be included within the project's LWCF boundary and subject to perpetual stewardship for an outdoor recreation purpose. The principal objective must be to serve the park and visitors. Any use or service to private parties must clearly be incidental to the primary use of the access road for recreation purposes.
- Equipment required to make a recreation facility initially operational, and certain supplies and materials specifically required under State Health Department regulations, such as warning barrier fence and signage.
- Energy conservation elements of an eligible outdoor recreation facility and its support facilities, including solar energy systems, earth berms, window shading devices, energy lock doors, sodium vapor lights, insulation and other energy efficient design methods and materials. In addition, power systems that minimize or eliminate a facility's use of petroleum and natural gas are eligible including windmills, on-site waterpower systems, bioconversion systems, and facilities required for the conversion of existing power systems to coal, wood, or other energy efficient fuels.
- Outdoor recreation and support facilities that are located on historic sites or in conjunction with historic structures. This includes picnic areas, walkways and trails on a historic property as well as visitor centers oriented to the outdoor facilities and environment.
- Public outdoor recreation areas and facilities that are located on public school grounds, including colleges and universities, but are for the coordinated use by the general public and by the schools, and are not part of the normal and usual program and responsibility of the educational institution.
- Public outdoor recreation and support facilities that are located in primary or potential tourist market areas, provided their primary purpose is for public outdoor recreation as opposed to entertainment or economic development, and provided they do not create unfair competition with the private sector.
- Multi-purpose projects that involve uses other than outdoor recreation, as long as the LWCF boundary area can incorporate a viable public outdoor recreation area that includes the grant-assisted project and the outdoor resource it complements. A careful and complete justification and explanation must be provided for a proposal of this nature. The proposal must fully disclose the nature and extent of other uses and the relationship of the proposed outdoor recreation project to the total area and development. Two general types of multiple-purpose projects are eligible for assistance:
  - Projects in which a specifically designated portion of the multiple-purpose area or facility will be used primarily for outdoor recreation and/or outdoor recreation support, such as picnicking facilities adjacent to a new public reservoir. Grant assistance is limited to the designated outdoor recreation area and/or facility and support facility.
  - Projects that will provide identifiable outdoor recreation benefits as a whole, as opposed to specific segments of it. For example, a water impoundment constructed primarily for flood control might also have important recreation benefits. In such a case, at the discretion of NPS, assistance might be made available only for the portion of the cost, on a pro rata basis, of the facility that is clearly attributable to outdoor recreation above and beyond the facility's cost for its non-recreation function. LWCF protection will be applied to the entire viable outdoor recreation area.

#### F) What projects are NOT eligible for LWCF funding?

Below is a list of ineligible project types. For a list of ineligible project costs, see page 33-34.

- Property condemnation (eminent domain).
- Group camps designated for specific groups or for which specific groups will be given priority access.
- Lodges, motels and luxury cabins.
- Boating equipment such as buoys, ropes, life jackets, or boats.
- Motorized trails on lands designated as federal wilderness or state wild areas.
- Exhibit areas that function primarily for academic, historic, economic, entertainment or other non-recreational purposes. This restriction includes convention facilities, livestock and produce exhibits, commemorative exhibits, fairgrounds, archeological research sites and other non-recreational facilities. The development of nature and geological interpretive facilities that go beyond interpreting the project site and its immediate surrounding area are also not eligible for assistance.
- Special event seating, if the purpose is solely to increase seating capacity for a limited number of special events.
- Fertilizer, seeds, tools, or water hoses for community gardens, nor gardens planned as commercial enterprises.

- Areas and facilities designed primarily for semi-professional or professional arts or athletics, such as professional type outdoor theaters, professional rodeo arenas and other similar facilities.
- Mobile recreation units including play mobiles, skate mobiles, swim mobiles, show wagons, puppet wagons and portable bleachers.
- Informational materials, brochures and leaflets.
- Traditional outdoor caging facilities and animal pens at zoological parks are not eligible although LWCF assistance can contribute to the renovation of such facilities to achieve a more natural environmental setting. Other enclosed or sheltered facilities at zoological parks, such as indoor displays and permanent housing, are not eligible for assistance.
- On-site employee residences, including furnishings.
- The restoration or preservation of historic structures.
- Public recreation facilities that are indoor facilities.
- Support facilities or portions thereof that contribute primarily to public indoor activities such as meeting rooms; auditoriums; libraries; study areas; restaurants; lodges; motels; luxury cabins; furnishings; food preparation equipment; kitchens; and equipment sales areas.

Acquisition projects that will not be funded by LWCF include the following:

- Acquisition of historic sites and structures, except when it is demonstrated that the acquisition is primarily for outdoor recreation purposes and the historic aspects are secondary to the primary recreation purposes.
- Acquisition of museums and sites to be used for museums or primarily for archaeological excavations.
- Acquisition of land to help meet a public school's minimum site size requirement as established by state or local regulations.
- Acquisition of areas and facilities to be used primarily for semi-professional and professional arts and athletics.
- Acquisition of areas and facilities to be used solely for game refuges or fish hatcheries. However, such areas and facilities may be eligible for LWCF assistance if they will be open to the public for compatible recreation.
- Acquisition of areas to be used mainly for the construction of indoor facilities. Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient space for the development of outdoor recreation facilities.
- Acquisition of railroad trestles, stations, yards, etc., if such are to be used for the commercial operation of railroad trains.
- Acquisition of sites containing luxury lodges, hotels, motels, restaurants and similar elaborate facilities that are to be operated by the project sponsor or a concessionaire to provide food and sleeping quarters.
- Acquisition of agricultural land primarily for the preservation of agricultural purposes.
- Acquisition of federal surplus property, unless legislatively authorized in a specific situation.

#### **G) How does a sponsor obtain LWCF funding for a project?**

To apply for a LWCF grant, local governments and public school districts must fill out a LWCF Project Application requesting funding. Download an application and Open Project Selection Process at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. Project proposals must be approved at both the state and federal levels. Project sponsors will be required to complete and return two copies of the LWCF Project Application, postmarked by November 15, 2023 to the address below:

**Missouri Department of Natural Resources**  
**Division of State Parks**  
**Grants Management Section**  
**Attn: LWCF Planner**  
**PO Box 176**  
**Jefferson City, MO 65102-0176**

**For those seeking to mail packets where a physical address is required, please use: 1659 E. Elm Street, Jefferson City, Missouri 65101. Application packets that are not signed by an authorized official, do not meet the 50/50 matching share and are not postmarked by November 15, 2023 will not be considered eligible for scoring.** For questions about an application packet or the process, call (573) 751-8661 or email [mspgrants@dnr.mo.gov](mailto:mspgrants@dnr.mo.gov).

Sponsors are strongly encouraged to attend the LWCF application webinars scheduled in September. The webinar dates are listed at <https://mostateparks.com/page/63306/grant-workshops>. These webinars are hosted by GMS staff to assist project sponsors with the application process. GMS staff reviews the submitted applications for accuracy and completeness and may ask project sponsors to provide additional information.

Project applications are evaluated on a competitive scoring basis, with most of the application questions having a designated point value. GMS staff and an internal advisory committee composed of park and recreation professionals will evaluate the applications and assign scores to the individual responses, which are then tallied and a cumulative score given to each application. The overall application score determines the project's ranking against other proposed projects. The advisory committee then makes funding recommendations to GMS staff. GMS staff will then submit a list of the recommended projects to the DSP Director, who is also the LWCF State Liaison Officer (SLO). After the DSP Director reviews and approves the projects, GMS staff will conduct a risk assessment, and pre-award site inspections of recommended projects to ensure eligibility and ability to satisfy administrative requirements. Applications that satisfy both the risk assessment and pre-award inspection criteria will then be submitted to the NPS for federal review and approval. Projects cannot begin until approval is obtained by the NPS. The number of ranked projects that will be recommended for funding is determined by the state's LWCF apportionment for the current fiscal year. All applicants will be notified of the results of the application review process in early summer, and sponsors of approved projects will receive a notice of award and the Financial Assistance Agreement. The entire process generally takes at least fourteen to twenty months, from the initial call for project applications to notice of award.

**H) What are the requirements for ownership and control of the park where the project is taking place?**

As part of the application process, all project sponsors must demonstrate adequate ownership and control of the project area that will be designated as the LWCF park and provide copies of all deeds, right-of-way, easements, reversionary interests, liens, or other encumbrances associated with the area included in the LWCF boundary at the time of application. This is to ensure that the project sponsor possesses sufficient title and adequate legal control of the property in order to provide reasonable assurances that a conversion pursuant to the LWCF Act (54 U.S.C. § 200305(f)(3)) will not occur without its knowledge, state review, and NPS decision. If the LWCF Boundary includes property that was acquired within the last five years, project sponsors must also demonstrate that the acquisition took place in conformance with the Uniform Relocation Assistance and Real Properties Acquisition Act of 1970, known as the Uniform Act.

Facilities may be developed on land and water owned in fee simple by the participating agency or where ownership of less-than-fee interests such as easements provides permanent control of the property commensurate with the proposed development. All less-than-fee interests must be described in the grant application and indicated on the LWCF boundary area map. No approval will be given for the development of facilities on leased land except for property either:

- a. Leased from the Federal Government for a term not less than 25 years at the time the grant is awarded that is not revocable at will; or
- b. Leased from one public agency to another for 25 years or more, provided that safeguards are included to adequately ensure the perpetual use requirement contained in the LWCF Act. Such safeguards will include joint sponsorship of the proposed project and a written agreement stipulating the lessor land-owning agency will assume compliance responsibility for the LWCF boundary area in the event of default by the lessee or expiration of the lease, and these assurances are explicitly reflected in the Financial Assistance Agreement. See Chapter 3.A.8 on project sponsor ownership and control of property.

For projects that include real property acquisition as a part of the grant application, project sponsors are expected to demonstrate compliance with the Uniform Act as part of the project, some of which must be submitted as part of the grant application. Before the initiation of negotiations with the property owner, a certified general appraiser licensed in Missouri must perform an appraisal of the property in conformance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) and Title 49 CFR part 24 (the Uniform Relocation Act). Next, a technical review of the appraisal must be performed by a qualified review appraiser pursuant to the UASFLA Section C, "Standards for the Review of Appraisals." The cost of all appraisals, review appraisals, waiver valuations and incidental real estate expenses (such as title searches and filing fees) are not eligible costs for either reimbursement or match in the LWCF program and must be born solely by the project sponsor.

**I) What is the Environmental Resources Survey?**

The NPS requires sponsors to complete an Environmental Resources Survey (pages 13-15 of the LWCF Grant Application form). The intent of the form is to provide descriptive and environmental information about the proposed project for NPS review and decision. The completed Environmental Resources Survey becomes part of the “federal administrative record” in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. These regulations were enacted to protect the nation’s cultural, environmental and natural resources, so all federal grant recipients must demonstrate compliance with the regulations by conducting an environmental review. As part of the review, project sponsors are required to complete the Environmental Resources Survey and provide concurrence documentation from various state and federal agencies in order for GMS and the NPS to determine if a project is classified as a Categorical Exclusion(CE) under NEPA. Projects considered CEs do not involve significant impact to the environment or any natural, cultural, recreational, or historic resources. The environmental review process should be done early because some agencies have a **30 day review process** and you will need their response letter to complete the application. Resource experts should complete this section of the application form.

**J) What happens after a project sponsor receives notice of award from MoDNR?**

Following NPS approval, a notice of award is sent to the project sponsor along with a Financial Assistance Agreement between MoDNR and the sponsor that must be signed. **Sponsors cannot begin any grant-funded construction activities or property acquisition before signing the Financial Assistance Agreement.** Any costs incurred prior to signing the agreement will not be reimbursed; however, some costs incurred prior to signing may be used as match (see page 31-32) for eligible pre-award costs. Sponsors are **required** to attend a **mandatory** grant administration workshop or webinar, where they will receive a copy of the FY2024 LWCF Project Administration Guide and a copy of the Sub-Recipient Informational Form. The Sub-Recipient Informational Form is required in response to the Federal Funding Accountability and Transparency Act (FFATA) of 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) to be made available to the public via a single, searchable website, which is <https://www.usaspending.gov/>.

During the workshops/webinars, GMS staff will explain the process for completing the Sub-Recipient Informational Form and the requirements for administering the LWCF grant funding. Additionally, GMS staff will help project sponsors understand the Build America, Buy America provision of the federal award. Development or renovations must begin within one year of signing the Financial Assistance Agreement. Sponsors have **two years** from date the Financial Assistance Agreement is signed to complete their LWCF project.

**K) What are the long-term stewardship requirements of projects funded through LWCF?**

The benefits of LWCF extend beyond park and recreation facility construction and open space acquisition. The fund also plays a major stewardship role, ensuring the integrity and recreational quality of fund-assisted parks and conservation lands, now and for future generations. **Simply put, when a LWCF grant is accepted, the project must remain dedicated to public outdoor recreation use in perpetuity (forever).** LWCF’s most important tool for ensuring perpetual stewardship is its “conversion protection” requirement. This protection requirement is outlined in the LWCF Act and strongly discourages casual discards and conversions of LWCF-funded park and recreation facilities to other uses. The LWCF Act specifically states, “No property acquired or developed with assistance under this section shall, without the approval of the Secretary, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.” If a LWCF-assisted park or project is “converted” from its original intent and made no longer available to the public for outdoor recreation, then an equivalent replacement must be provided by the sponsoring agency. This “anti-conversion” requirement applies to all parks and other sites that have been funded by LWCF grants of any type, whether for acquisition of parkland, development, or rehabilitation of facilities. The regulations related to project boundary include public accessibility and self-sufficiency requirements, so even a relatively small LWCF grant (e.g., for development of a picnic shelter) in a park of hundreds or even thousands of acres can result in conversion protection to the entire park site.

## SECTION II. TIPS FOR PROJECT SPONSORS

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**A) In order to develop a sound project proposal, project sponsors should consider the following:**

- a. Determine outdoor recreation needs in your area.
  - Are there unmet recreation needs within your community or area? Will this project meet a need?
  - How will this project benefit the community, area or region?
  - Is this project part of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) or other local, regional or park master plans?
- b. Determine project viability.
  - Can this project realistically be completed within the required two-year timeframe, or should the project be developed in phases? Project sponsors can submit funding requests for multiphase projects.
  - As the project sponsor, does your agency have the funding resources and commitment to complete the proposed project and maintain it long term?
  - Are there other organizations or individuals who might assist with funding, donations and/or in-kind contributions?
- c. Determine public support for the project.
  - Have you provided opportunity for stakeholders to comment on the project?
  - Have you considered various users' needs in determining what type of project to implement?
  - How have you addressed concerns or issues raised by stakeholders regarding the project?
- d. For new construction, identify design considerations.
  - What are the intended uses?
  - Will the project incorporate accessible features and elements or avoid barriers that would make it difficult to use for people with disabilities?
  - What is the projected user capacity and will the supporting infrastructure, such as parking, restroom facilities, etc., be able to accommodate the projected use?
  - Is the project sustainable? For instance, what will be the long-term maintenance needs of the chosen project design?

**B) Develop a project budget that accurately reflects the project costs, including costs associated with the environmental review and Build America, Buy America Provision.** There may be aspects of your project that will result in unforeseen costs. It is important that you develop a budget estimate that is as accurate as possible but also allows some flexibility to cover those unforeseen costs. For instance, you may consider hiring a design or engineering consultant to assist you with developing the project design. Up to 10% of your total project cost may be used for planning, engineering and environmental review costs. Additionally, the project sponsor may use costs in these categories that are incurred up to 18 months prior to project approval and notice to proceed as match. As required by Section 70914 of the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, on or after May 14, 2022, none of the funds under a federal award that are part of Federal financial assistance program for infrastructure may be obligated for a project unless **all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States**, unless subject to an approved waiver

**C) Projects are selected on the merit of their applications, so it is important for project sponsors to provide well-written and complete application packets. Project sponsors should:**

- Attend the grant application workshops scheduled by GMS staff. These workshops will help project sponsors understand the application requirements. For a schedule of workshops, visit <https://mostateparks.com/page/63306/grant-workshops>.
- Answer each question thoroughly but concisely within the space allowed on the application. If you have questions or concerns about your application responses, GMS staff will conduct a preliminary review of your draft application as a courtesy if submitted by October 11, 2023.
- Have an independent reviewer read through the application and supporting materials to ensure the information is easily understood. It may be beneficial to have someone unfamiliar with the project review the application packet; their comments will be more objective.
- Double check the application packet to ensure it is complete and accurate; incomplete packets will not be scored and those with errors may receive lower scores.
- Use the Supporting Documentation Checklist on pages 9-10 to ensure all supporting documentations are included in the packet.
- Attempt to submit the complete application packet prior to the deadline date. This will allow GMS staff opportunity to contact you if information is missing from the packet or is inaccurate, and will subsequently allow you time to rectify omissions or inaccuracies.

### SECTION III. SUPPORTING DOCUMENTATION CHECKLIST

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The following items are required documents to support your application and must be included in your application packet. Project sponsors are encouraged to begin compiling this documentation as early as possible in the application process since several of the documents may take some time to secure. **An incomplete application will not be scored.** Please submit **two (2) copies** of each item, with the exception of the land deeds, leases, legal description, and cultural resource surveys (see below). Use this checklist to ensure that you've included all required documentation in your application packet, and in the order listed below.

- LWCF Boundary Map** clearing defining the LWCF boundary of the project, including acreage and its location within an existing park or site (if the entire park or site will not be included under LWCF protection, explain why on Question #14 of the application). Refer to Section IV of this guide for instructions on developing a map.
- Resolution** from the relevant governing body showing support of the project and ensuring commitment of the project sponsor to maintain public access to the project in perpetuity. See template on page 12.
- Financial Assurance Letter** from the project sponsor's chief financial officer stating that your agency has the financial capability of completing the proposed project and maintaining it in perpetuity. See template on page 17.
- Signed Letters of Commitment or Intent to Donate** from organizations or individuals who are collaborating on the project, providing work on the project, or donating time, materials or funding.
- Proof of Land Ownership or Leaseholder/Easement Rights and Legal Description** if the project sponsor currently owns or leases the land for the project, or has a permanent easement. Only one copy of the land deed, lease or easement agreement is required. No approval will be given for the development of facilities on leased land unless the leased land is leased from the Federal Government with no less than 25 years remaining on the lease and is not revocable at will; or, leased from one public agency to another for 25 years or more, provided that safeguards are included to adequately ensure that the perpetual use requirement contained in the LWCF Act is met. Such safeguards may include joint sponsorship of the proposed project or other agreement whereby the lessor (land-owning agency) would provide assurances that it would assume compliance responsibility for the LWCF area in the event of default by the lessee or expiration of the lease, and these assurances are explicitly reflected in the Financial Assistance Agreement. A copy of the legal description of the LWCF Boundary is also required. **Submit one copy only.**
- Letter of Intent to Lease/Sell/Donate** for land acquisition that is part of the project. The letter must be from the landowner to the project sponsor, and must indicate whether the landowner will be selling, donating or leasing the property, or providing an easement. The letter may stipulate that the transfer of land ownership is contingent upon project funding. **All acquisition of real property with LWCF funds or as part of a LWCF project, whether through purchase, donation, easement or lease, must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs Act of 1970 (Uniform Act).** Before initiating negotiation with the landowner, a yellow book appraisal and review appraisal must be completed. The cost of all appraisals, review appraisal, waiver valuation and incidental real estate expenses are not eligible costs for either reimbursement or match in the LWCF program and must be borne solely by the project sponsor. This act has additional compliance requirements, so it's important to contact GMS staff prior to beginning the acquisition process.
- Appraisals, Appraisal Reviews, and/or Waiver Valuations (if applicable)**, for projects that include real property acquisition where the cost of that acquisition will be included in the project budget, include copies of all appraisals, review appraisals, and/or waiver valuations as appropriate that comply with the Uniform Act.
- School/Community Agreement** for projects on public school property. An agreement between the school and the community must be included in the application packet that demonstrates a commitment to allowing general public use of the project when not being used by the school. An authorized representative from the community (such as a mayor, park director, or other authorized representative) and the school (such as the superintendent, principal or other school administrator) must be included as a signatory on the agreement. Include the hours the school park will be available to public and the hours the public will be restricted from use. A template agreement has been provided on page 18.

- Documentation of Underserved Populations.** Underserved populations are those populations with a significant number of individuals who are economically disadvantaged, minority, elderly or disabled and who are underserved in terms of parks and other outdoor recreation areas. Use the U.S. Census Bureau's American Fact Finder search tool (<https://data.census.gov/cedsci/>) or Quicks Facts search tool (<https://www.census.gov/quickfacts/fact/table/MO/PST045222>) and other data sources to determine if your project area contains a higher than average percentage of residents who fall within any of these categories. Print off and attach a copy of your findings, highlighting the underserved population(s) your project will be serving.
- Proof of Public Involvement** if the project sponsor hosted a public meeting or provided some other forum for public comment within the last six months regarding the proposed project. Documentation includes, but is not limited to, copy of newspaper ads or public meeting notices; copy of Facebook page, online survey or other electronic format used to solicit public opinion; and/or a copy of the relevant portion of meeting minutes, survey results or other public responses to the proposed project. Public letters of support may be submitted as well.
- Copy of Relevant Portion of Comprehensive or Master Plan** if the proposed project has been identified in a local, school, regional, county and/or parks comprehensive or master plan. Do not submit a copy of the entire plan, only the relevant portion that references the project.
- E-Verify (Affirmation of Enrollment and Participation in a Federal Work Authorization Program)**, as a condition for the award of any grant by MoDNR to any business entity, project sponsors meeting the definition of a business entity must, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to employees working in connection with the project. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the project. Documentation shall include 1) EITHER the E-Verify Employment Eligibility Verification page listing the company name and company IDOR a page from the E-Verify Memorandum of Understanding (MOU) listing the company name and the MOU signature page completed and signed, at minimum, by the company and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the company's name and company ID, then no additional pages of the MOU must be submitted; AND 2) submit a completed, notarized Affidavit of Work Authorization(sample included on page 13-16). Should you need assistance in obtaining documentation you can contact the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)).
- SHPO Correspondence and Cultural Resource Surveys.** All projects are required to initiate consultation with the Missouri State Historic Preservation Office (SHPO), and complete that consultation as part of the application. Attach copies of your Review and Compliance Information Package to SHPO, the SHPO response letter(s), and a copy of any cultural resource surveys performed on this site or for this project. To initiate a Section 106 Review, submit a Review and Compliance Information Form and required supporting documents to SHPO. Instructions for completing and submitting the form are found at <https://mostateparks.com/page/84261/section-106-review>. **The SHPO review is a 30 day process so start early in order to have SHPO correspondence received by the time the application is due.** See Question #76-78 and #83 for additional information.
- IPaC and Missouri Heritage Reports.** All projects are required to evaluate the impact of their projects on Threatened and Endangered Species. Please provide a copy of the Information for Planning and Conservation (IPaC) and Missouri Heritage Reports for this project. The IPaC search tool can be found at <https://ecos.fws.gov/ipac/>, and will require you to enter information about your project and delineate your project's boundaries on an online map. Make sure to mark that federal funds from the National Park Service will be used to complete this project. In addition to determining your project's impact on federally listed T&E species, you must also determine its impact on state-listed endangered species or species and habitats of conservation concern by entering your information into the Missouri Natural Heritage Review Website (<https://naturalheritagereview.mdc.mo.gov/>). See Question #76 for additional information.
- Floodplain Map (Required) and Proof of Flood Insurance (if applicable).** All projects are required to affirm that their project is or is not located within a floodplain. To determine if your project is in a floodplain or special flood hazard area, use the FEMA Flood Map Service Center (<https://msc.fema.gov/portal>). A color copy of the floodplain map with the project location drawn on it is required. If the project is located within a floodplain, provide proof of flood insurance as well.

- Photographs of the Project Area.** Include photographs of the project area to illustrate the existing condition of the site and any facilities that are proposed for replacement or renovation.
- Environmental Review Maps and Reports,** all projects are required to evaluate the impact of their project on the environment. Please provide a copy of the maps, reports and letters used to complete the Environmental Resources Survey. See page 36-39 for additional information on how to retrieve maps and reports needed.
- Title Search.** Project sponsors are required to conduct a title search or conduct their own research to identify any parties who may have a superior interest in the property. Provide a copy of the title search, or the research performed.

## Template PROJECT RESOLUTION

WHEREAS, the \_\_\_\_\_ *(insert name of agency)* \_\_\_\_\_ is applying for federal assistance from the Land & Water Conservation Fund program for the purpose of *(indicate which of the following)* construction/renovating/acquiring *(insert project name as entered on question 9 of the project application)*,

NOW, THEREFORE, BE IT RESOLVED BY THE \_\_\_\_\_ *(insert name of agency)* \_\_\_\_\_, that

1. \_\_\_\_\_ *(insert name of Receiving Official)* \_\_\_\_\_ of \_\_\_\_\_ *(insert name of agency)* \_\_\_\_\_ is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the U.S. Department of the Interior, National Park Service.
2. The \_\_\_\_\_ *(insert name of agency)* \_\_\_\_\_ currently has the written commitment for \_\_\_\_\_ (insert percentage from budget table) matching share for the project elements that are identified in the application and will allocate the necessary funds to complete the project.
3. In the event a grant is awarded, the \_\_\_\_\_ *(insert name of agency)* \_\_\_\_\_ will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access in perpetuity.
4. In the event a grant is awarded, the \_\_\_\_\_ *(insert name of agency)* \_\_\_\_\_ is prepared to complete the project within the time period identified on the signed Financial Assistance Agreement.
5. In the event a grant is awarded, the \_\_\_\_\_ *(insert name of agency)* \_\_\_\_\_ will comply with all rules and regulations of the Land & Water Conservation Fund program, applicable Executive Orders, all federal and state laws that govern the grant applicant during the performance of the project, and stewardship requirements when the project is complete.

PASSED AND RESOLVED BY THE \_\_\_\_\_ *(insert name of agency)* \_\_\_\_\_

The undersigned hereby certifies that he/she is the duly authorized Clerk and custodian of the books and records and seal of (agency)\_\_\_\_\_, duly formed pursuant to the laws of the State of Missouri, and that the foregoing is a true record of a resolution duly adopted at a meeting of the (governing board of agency)\_\_\_\_\_, that said meeting was held in accordance with state and local laws on\_\_\_\_\_(date)\_\_\_\_\_, and that the said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF I have executed my name as Clerk and have affixed the seal of (agency)\_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

ATTEST: (Clerk)

By: \_\_\_\_\_  
\_\_\_\_\_  
(printed name)  
(SEAL)

ACKNOWLEDGED:

By: \_\_\_\_\_  
\_\_\_\_\_  
(printed name)

**EXHIBIT**  
**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,**  
**AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

**The project sponsor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.**

<u>BOX A:</u>	To be completed by a non-business entity as defined below.
<u>BOX B:</u>	To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at <a href="http://www.dhs.gov/files/programs/gc_1185221678150.shtm">http://www.dhs.gov/files/programs/gc_1185221678150.shtm</a> .
<u>BOX C:</u>	To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

**Business entity**, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that \_\_\_\_\_(Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

I am a self-employed individual with no employees; **OR**  
 The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if \_\_\_\_\_(Company/Individual Name) is awarded a Land and Water Conservation Fund Grant for \_\_\_\_\_(Project Title) and if the business status changes during the project period to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to proceeding with the project as a business entity, \_\_\_\_\_(Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Department of Natural Resources, Division of State Parks with all documentation required in Box B of this exhibit.

\_\_\_\_\_  
Authorized Representative's Name (Please Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Date

## EXHIBIT **B**, continued

**(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)**

### **BOX B – CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity Representative's Name (Please Print)

Authorized Business Entity Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the project sponsor must perform/provide each of the following. The project sponsor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the project sponsor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the project sponsor's name and the MOU signature page completed and signed, at minimum, by the project sponsor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the project sponsor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

## EXHIBIT I, continued

### AFFIDAVIT OF WORK AUTHORIZATION:

The project sponsor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_  
(Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and  
will continue to participate in the E-Verify federal work authorization program with respect to employees hired after  
enrollment in the program who are proposed to work in connection with the proposed Land and Water Conservation Fund  
project with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section  
285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly  
employ a person who is an unauthorized alien in connection with the proposed Land and Water Conservation Fund project  
for the duration of the project period, if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements  
made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

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Authorized Representative's Signature

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Printed Name

---

Title

---

Date

---

E-Mail Address

---

E-Verify Company ID Number

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)  
\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

---

Signature of Notary

---

Date

## EXHIBIT C, continued

**(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)**

### **BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the Land and Water Conservation Fund project with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the project sponsor's name and the MOU signature page completed and signed by the project sponsor's and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency or Public University\*** to Which Previous E-Verify Documentation Submitted:

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: \_\_\_\_\_

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: \_\_\_\_\_  
(if known)

Authorized Business Entity Representative's  
Name (Please Print)

Authorized Business Entity  
Representative's Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

### **FOR STATE USE ONLY**

Documentation Verification Completed By:

Buyer

Date

**TEMPLATE FINANCIAL ASSURANCE LETTER**

(This letter should be on Letterhead)

Date

LWCF Planner  
Grants Management Section  
Missouri State Parks  
PO Box 176  
Jefferson City, MO 65102-0176

RE: Financial Assurance for LWCF Proposal *(insert project name as entered on question 54 of the project application)*

To Whom It May Concern:

I, the undersigned as the Chief Financial Officer of *(insert name of agency)*, confirm that our governing body *(insert name of governing body, such as park board, county commission, etc.)* has formally committed the required matching funds for completion of the above referenced project and has made those funds available. Furthermore, I confirm that *(insert name of agency)* is committed to completing the project within the timeframe outlined by the Financial Assistance Agreement and maintaining the project in perpetuity for the benefit of public outdoor recreation.

*OR*

I, the undersigned as the Chief Financial Officer of *(insert name of agency)*, confirm that our agency has the required matching funds available for completion of the above referenced project. Furthermore, I confirm that *(insert name of agency)* is committed to completing the project within the timeframe outlined by the Financial Assistance Agreement and maintaining the project in perpetuity for the benefit of public outdoor recreation.

Sincerely,

*(insert Chief Financial Officer's name and signature)*

**TEMPLATE SCHOOL/COMMUNITY AGREEMENT**

We, the undersigned, representing the school district of \_\_\_\_\_ *(insert name of school district)* \_\_\_\_\_ located at \_\_\_\_\_ *(insert address)* \_\_\_\_\_ in the City/Community of \_\_\_\_\_ *(insert name of community)* \_\_\_\_\_, certify that the City/Community of \_\_\_\_\_ *(insert name of community)* \_\_\_\_\_ has been informed and is in agreement with the objectives and goals the grant project proposal of \_\_\_\_\_ *(insert name of project)* \_\_\_\_\_.

We further certify that:

The undersigned city/community will be made aware of on-going planning for this project and given the opportunity for review.

The undersigned community will have an opportunity to review the plans for operation of the proposed facilities.

Every effort will be made to encourage the general public to use the facilities.

Exclusive school use of the proposed facilities for instruction and competition is permitted as long as the facilities are kept open for general public use at reasonable hours and times of the year according to the type of area and facility. The proposed schedule of hours of operation for general public use and the proposed hours scheduled for school activities is attached hereto and is hereby made part of this agreement.

The hours of operation and the hours open for general public use will be clearly posted at the facility at all times. Changes in the hours for school activities and hours open for general public use will be reviewed by the undersigned community.

School Representative Name \_\_\_\_\_  
School Representative Title \_\_\_\_\_  
School Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of City/Community \_\_\_\_\_  
Community Representative Name \_\_\_\_\_  
Community Representative Title \_\_\_\_\_  
Community Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

Notary Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\* On the second page include the hours that the general public will have access to the school park and the hours the general public will be restricted from using the school park.

Sample:

Monday – Friday: Sunrise – 8 AM and 4 PM to Sunset

Saturday – Sunday: Sunrise to Sunset

Summer and Holiday: Sunrise to Sunset

School Use Only: Monday – Friday: 8 AM – 4 PM

## TEMPLATE LETTER TO USFWS

(This letter should be on Letterhead)

Date

Missouri Ecological Services Field Office  
U.S. Fish & Wildlife Service  
101 Park Deville Drive, Suite A  
Columbia, MO 65203-0057

Subject: Request for Information  
(Sponsor Name Question #1) – (Title of Project Question #54)  
Land & Water Conservation Fund Grant Application  
USFWS Consultation Code: (Found on IPaC Report)

Dear Field Office:

The (Sponsor Name Question #1) is currently preparing a grant application for the Land & Water Conservation Fund through the National Park Service administered in Missouri by the Department of Natural Resources Division of State Parks. The (Title of Project Question #54) is the (brief detailed scope of work including tree removal if applicable). The (Name of the Park) located in (Name of City), (Name of County), Missouri. As required, the attached on-line Information, Planning and Conservation (IPaC) report was generated for the project on (Date the IPaC Report was generated).

The IPaC report identifies (state number of bats on report) federal listed bat species that should be considered in an effects analysis including the (list bat species from IPaC Report). In addition (list all other species on IPaC and if they are threatened, endangered or a candidate species), was also listed in the report. (Number of trees to be removed) trees will need to be removed from the project area in order to construct (list what will be constructed, which trees will be removed). To minimize potential effects to federal listed bat species, the City has committed to removing trees only during the inactive bat roosting season between November 1 and March 31. (State if you will be replanting trees). (State how you will be affecting the other species listed on the IPaC Report).

(Name of City) requests your review to determine if the proposed project may have an adverse effect of Federal listed endangered & threatened species and or designated critical habitat. If you have any questions or require additional information, please contact me at (phone number) or (email address).

Sincerely,

*(insert name and signature for individual conducting environmental review)*

Enclosures

- *IPaC Report*
- *LWCF Boundary Map*
- *Affected Project Area that shows which trees will be removed*
- *Location Map that gives address of Park, Latitude, Longitude, Township, Range and Section)*

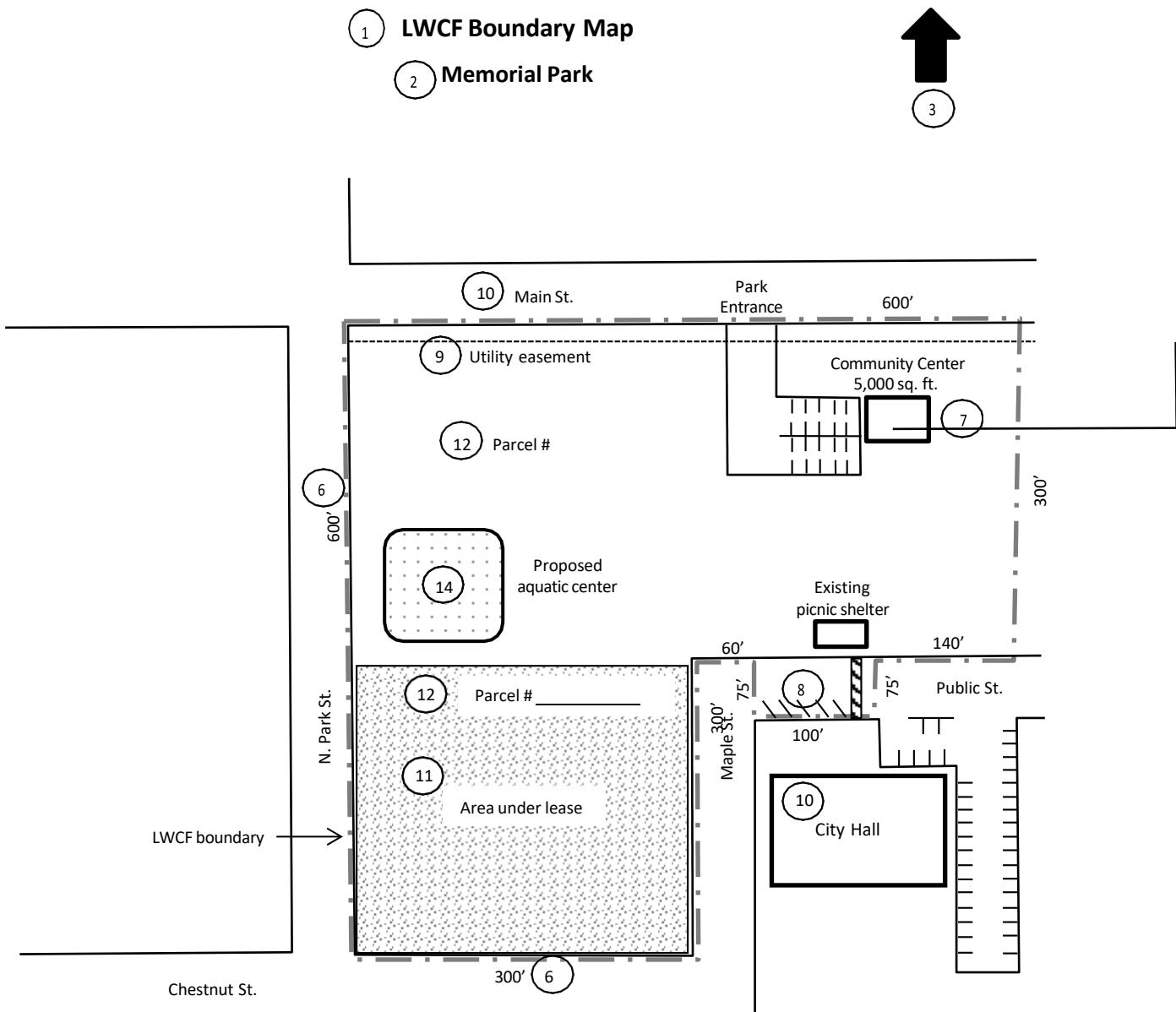
#### SECTION IV. CREATING AN LWCF BOUNDARY MAP

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When applying for a LWCF grant, project sponsors must submit a signed and dated project boundary map which clearly delineates the area to be protected under the LWCF Act. **Land identified within the LWCF boundary must be retained in perpetuity for public outdoor recreation use.** Generally this area includes the entire park or project area where recreation is being developed, except in unusual cases where it can be shown that a facility within an area is clearly self-sustaining (and accessible) without reliance on the surrounding area. The project area must be readily accessible through a public corridor (i.e. parking lot, street, permanent public easement, etc.). **Maps should be no bigger than 11" x 17".** Maps may be drawn on a satellite or aerial image. **Full-color images are preferred.** Use the checklist below to ensure all the required elements have been included on your LWCF boundary map, and refer to the boundary map template on page 21 that shows a numeric legend of the corresponding elements. The numerical grid provided if for reference only to help identify each element and does not need to be reproduced on the boundary map you submit with your application.

- 1. Title the map as "LWCF Boundary Map."
- 2. Include the name of the park, site or project.
- 3. Include a north arrow.
- 4. Provide a signature and date on the map by the individual authorized in the resolution.
- 5. Include the date of map preparation.
- 6. Clearly indicate dimensions of the park area with measurements in feet on each side to effectively illustrate the area that will be under LWCF protection. **Use a bright and bold color for the LWCF boundary.** The map needs to indicate entrance/access point(s) that are connected to city or county roads.
- 7. If applicable, identify any pre-existing uses (buildings/non-outdoor recreation facilities) that do not support outdoor recreation and that should be excluded from LWCF protection. Include the square footage of the non-supporting facility or area footprint. Subtract this square footage from the total square feet of the area to be protected under by the LWCF boundary.
- 8. If applicable, include any area or resource upon which the project is dependent, even if the area/resource was not included in the project scope. An example of this would be an existing parking lot that provides the sole access to a picnic area that is being developed with a LWCF grant. The parking lot would need to be included in the LWCF boundary and its footprint added to the total square footage.
- 9. If applicable, indicate any outstanding rights and interest in the area, including easements, deed/lease restrictions, reversionary interests, rights-of-way, utility corridors, potential mortgages, etc.
- 10. Indicate adjacent street names, bodies of water and any other features that could be used as identifying landmarks.
- 11. If applicable, indicate any areas under lease with term of at least 25 years remaining on the lease.
- 12. Indicate assessor's parcel number(s).
- 13. Provide the latitude and longitude of the project entrance. Use decimal degrees (ex: 38.5573/-92.15260)
- 14. Indicate the location of the development/renovation project in relation to existing facilities, if applicable.
- 15. Convert the total square footage to acreage and indicate total acreage within the LWCF boundary. The acreage identified on the boundary map must be consistent with the acreage identified in Question #15 on the application form.

## LWCF BOUNDARY MAP TEMPLATE



4

Signature & date of authorized individual

13

Latitude & longitude of park entrance

5

Date of map preparation

15

LWCF boundary acreage

## SECTION V. GRANT APPLICATION INSTRUCTIONS

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**A) Step One:** Download and complete an electronic application by answering each question thoroughly but concisely within the space allowed on the application. Try to answer the questions in the space allotted for the question (if you need to attach supplemental sheets, the application will still be accepted).

An electronic application form has been created for your convenience at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. Project sponsors will need Adobe Acrobat Reader, which is available for free download at <https://get.adobe.com/reader/>. Once a project sponsor has filled out the form, they will need to save it to their computer and print it off. **Hand-written applications will not be accepted.** Project sponsors may email ([mspgrants@dnr.mo.gov](mailto:mspgrants@dnr.mo.gov)) their draft application to GMS staff for a courtesy review, if submitted by October 11, 2023.

**B) Step Two:** Use the Supporting Documentation Checklist on pages 9-11 and the LWCF Boundary Map Checklist on page 20 to ensure that the application packet is complete. Do not submit boundary maps larger than 11"x17." Photos should be submitted; ensure two copies are included. **No Staples or 3 ring binders, use binding clips or paperclips.** For questions about an application packet or the process, call (573)751-8661 or email [mspgrants@dnr.mo.gov](mailto:mspgrants@dnr.mo.gov).

**C) Step Three:** **Mail two (2) hard copies** of the application and supporting documentation to the Grants Management Section (address below). Applications must be postmarked on or before November 15, 2023. You are encouraged to make double-sided copies to conserve on paper and space.

It is highly recommended that project sponsors submit their application packet prior to the deadline date. This will allow GMS staff opportunity to contact project sponsors if information is missing from their packet or is inaccurate, and will subsequently allow project sponsors time to rectify omissions or inaccuracies. **If the application packet arrives by the deadline date, but it is missing required documentation, or is substantially incomplete, the project will be deemed ineligible for scoring.**

Mail two hardcopies of the application packets to:

Missouri Department of Natural Resources  
Division of State Parks  
Grants Management Section  
Attn: LWCF Planner  
PO Box 176  
Jefferson City, MO 65102-0176

If you need a physical address to mail the application, please send it to:

Missouri Department of Natural Resources  
Division of State Parks  
Grants Management Section  
Attn: LWCF Planner  
1659 E. Elm Street  
Jefferson City, MO 65101

## SECTION VI. PROJECT APPLICATION QUESTIONS

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The following section provides a description of the information needed for each question on the Project Application, explains the purpose of each question and indicates which questions have point values assigned to them. Items highlighted in **Purple** represent supporting documents that need to be included with the application.

**Questions 1-8** are general questions pertaining to the agency (project sponsor) responsible for incurring costs and completing the project. No points have been attributed to this section.

- **Question U.S. Armed Forces** - To be filled out by the application preparer about themselves and their family members.
- **Question 1, AGENCY** – this is the name and mailing address of the agency that is requesting grant funds and will be responsible for administering the grant, if awarded. This question also asks you to provide contact information for the receiving official, or the person who is authorized to accept grant funding on behalf of your agency. This name should be the individual that is named in the Resolution.
- **Question 2, UNIQUE ENTITY IDENTIFIER (UEI)** – all agencies that apply for federal grants are required to have a UEI number, a unique 12-character alphanumeric number assigned to that individual agency. The federal government uses this number to track how federal money is allocated. To request a UEI number, visit <https://sam.gov/content/home> . The process is free.
- **Question 3, APPLICATION PREPARER** – provide the name, email address and phone number for the individual who is writing the application. If there is an issue with the application, the application preparer will be contacted.
- **Question 4, PROJECT CONTACT PERSON** – if the grant is awarded, the individual listed will be the primary contact and is expected to be aware of the LWCF grant requirements. If the contact person changes at any time during the life of the project, please contact the Grants Management Section (GMS) and provide the name of the new contact person.
- **Questions 5-7, LEGISLATIVE INFORMATION** – list the federal and state legislators and their districts in which the project is located. If the project is awarded, GMS staff will send notice to the legislators as a courtesy. For US congressional districts visit <http://www.house.gov/representatives/>. For state legislative districts, visit <http://www.house.mo.gov/> and <http://www.senate.mo.gov/>.
- **Question 8, REGIONAL PLANNING COUNCIL** – GMS staff notifies the regional planning councils (RPC) when a project has been awarded funding in their respective region. To determine the appropriate RPC, visit <http://macog.org/regional-council-rpcs/>. The RPC can also be a source to help fill out this application and Environmental Resource Survey.

**Questions 9-11, PROJECT SPONSOR'S BACKGROUND AND PRIOR PERFORMANCE (10 POINTS).** This section asks the project sponsor to provide information about its organization. The GMS uses the information to evaluate your organization's performance history. If your project is selected for a pre-award site inspection, the information will also be used to assist in the GMS's risk assessment (at that time, you will be asked to provide additional information to assess risk pursuant to 2 CFR 200.206 such as copies of your most recent audit and copies of accounting and procurement policies).

- **Question 9, PROJECT APPLICANT IS** – In order to ensure that the applicant is eligible to apply for LWCF grant funds, please indicate the category that describes your organization.
- **Question 10, DESCRIBE THE PROJECT SPONSOR'S ORGANIZATION** – Indicate in years how long your organization has been in existence. If your organization is less than one year old, please specify the date it was established. This question also asks you to indicate your organization's annual operating budget, how many full-time and part-time people are employed by the organization, if a board oversees the organization, and if you use volunteers. Please make sure to fill this information out based on the agency listed in Question 1.
- **Question 11, PRIOR PERFORMANCE** - The questions in this section ask you about your prior grant history with the Department of Natural Resources. Please answer these questions based on the last ten years of experience.

**Questions 12-28, PROJECT LOCATION AND LWCF BOUNDARY INFORMATION (10 POINTS).** This section asks project sponsors to provide information about the property that, if funded, will be encumbered pursuant to the LWCF Act.

- **Question 12, Name of the Park** – What is/will be the name of the park. Provide locational information for the park, including the address, section/township/range, and latitude/longitude (should match the information on the **LWCF Boundary Map**). Use decimal degree for latitude and longitude.

- **Question 13, LEGAL DESCRIPTION OF THE PROPOSED LWCF BOUNDARY** – This question asks you to provide the legal description of the LWCF Boundary (the area that will be encumbered pursuant to the LWCF Act if the project is funded). This information will be used when recording the Declaration of Deed Restriction to the deed at the end of the project. If your property does not have a current legal description (for example, the original records were burned in a fire or the legal description on record references markers that no longer exist), please contact a land surveyor and have a new description prepared. Please make sure to attach the **official legal description** to the application.
- **Question 14, IS THE PROPOSED LWCF BOUNDARY THE SAME AS THE BOUNDARY OF THE PARK/RECREATION AREA AS IT EXISTS IN TOTALITY?** – Please answer yes or no. If you answer no, please explain why you are requesting to encumber less than the full acreage of the park. Please be sure that any area excluded from the boundary is also reflected in the LWCF boundary map.
- **Question 15, LWCF SITE HISTORY AND ACREAGE** – Indicate if this park is already a LWCF protected park. If it is, what is the current acreage for the entire site? If no, what will be the total acreage that will be encumbered under the LWCF Act if the grant is awarded? Your response should match the information on the LWCF Boundary Map.
- **Question 16, WILL THE PROPOSAL CREATE A NEW PARK/RECREATION AREA WHERE NONE PREVIOUSLY EXISTED?** – Indicate yes or no. If it will, please explain what the property is currently used for and why it was chosen for use as a park.
- **Question 17, IF THIS IS AN EXISTING LWCF SITE, HAS THE PARK NAME CHANGED SINCE THE LAST GRANT?** – Indicate yes or no or N/A. If yes, list the project numbers of the previous grants. If the name has changed since first being awarded, please provide a list of all of the park's prior names and why the name was changed.
- **Question 18, IS THE PROPOSED PROJECT LOCATED IN A FLOODPLAIN?** – To determine if your project is in a floodplain or special flood hazard area, use the FEMA Flood Map Service Center (<https://msc.fema.gov/portal>). Add the park address into search and click “Search.” Zoom the map in or out to include the entire park on the map. Click on the red pin to move it into the project area, click a second time to add it to project area. Once the map and pin show the park, click on “Dynamic Map.” Once a .pdf has been created, download and print the **Floodplain Map** (in color). If you determine your project is within a floodplain or special flood hazard area, you must obtain a floodplain development permit from the local floodplain authority (i.e., community or county). For a list of communities and counties participating in the NFIP, see <https://www.fema.gov/cis/MO.html>. In some instances, the community or county may require a No-Rise Certification before a permit is issued. In the space provided, indicate if your project is in a floodplain or special flood hazard area and submit a copy of the floodplain map for your project area. If a permit is required, and it is already obtained, state the name of the permit and attach a copy. List the commitments required by the permit or, if the permit is not yet in-hand, include a commitment to obtain the permit prior to construction and to follow the conditions of the permit. If flood insurance is required, please provide proof of floodplain insurance. If a permit is required it will also need to be listed in Question #82.
- **Question 19, IS YOUR SITE CONTIGUOUS WITH OR CONNECTED TO ANY FEDERALLY OWNED RECREATION AREA?** – Indicate yes or no. If your site is located contiguous with or connected to a federally owned recreation area, please provide the name of the land managing agency and name of the federal property.
- **Question 20, IS YOUR SITE PART OF A LARGER LAND MANAGEMENT AREA, SUCH AS A GREENWAY OR REGIONAL RECREATION AREA?** – Indicate yes or no. If it is part of a larger land management area, explain its relationship to that area. For example, is it owned by the same agency? Does it share a master plan? Do the same people manage the property?
- **Question 21, DESCRIBE THE EXISTING SITE CONDITIONS OF THE PARK, INCLUDING UNSAFE AND HAZARDOUS CONDITIONS.** – Provide a written description of the current site, include the size of the project area. Describe any unsafe and hazardous conditions with the park. To help illustrate where the project will be located, include photographs. For example, if the project is the replacement of an existing playground to improve accessibility, you could describe what the site looks like, the age and condition of the existing equipment and **include photographs** of the existing equipment to show that it is old/deteriorated and not accessible. You could show photographs of the playground surfacing that you plan to replace, and photographs showing the accessible route (or lack of) from the accessible parking lot to the play area.

- **Question 22, EXPLAIN WHY THE SITE IS SUITABLE FOR THE TYPE OF OUTDOOR RECREATION PROPOSAL BEING SUBMITTED.** – Explain why this site is suitable for the type of outdoor recreation proposal being submitted.
- **Question 23, DOES THE SITE INCLUDE ANY ELEMENTS THAT VISUALLY DETRACT FROM THE OUTDOOR RECREATION EXPERIENCE OR THAT REPRESENT A POTENTIAL PUBLIC SAFETY HAZARD?** – Indicate yes or no. If yes, please explain these concerns and whether the project will address these concerns. For example, does the project area have overhead utilities? Will the utilities be placed underground as part of the project?
- **Question 24, PLEASE PROVIDE THE NAME OF THE PROPERTY OWNER AS STATED ON THE DEED.** – Provide the name as it is stated on the deed. If there are multiple parcels associated with the property located within the LWCF Boundary area, please provide information for each parcel along with a **copy of each deed**.
- **Question 25, WHAT IS/WILL BE THE APPLICANT'S TYPE OF OWNERSHIP/CONTROL OF THE PROPERTY?** – From the list provided, indicate if the project sponsor owns the property fee simple, less than fee simple, or if the property is being leased from another government agency. If the ownership is less than fee simple, explain what rights the applicant has and what agency holds the underlying fee simple ownership. If the property is being leased, does the lease include approval requirements related to recording the recreational use lease amendment? The landholder must be an eligible applicant, such as a government agency or school district, and the lease agreement must be for at least 25 years to qualify for LWCF grant funds.
- **Question 26, PLEASE LIST ALL PRESENT EXISTING AND REASONABLY ANTICIPATED LIENS OR MORGAGES OR BOTH, ON THE PROPERTY, AND THE EFFECT ON THE RECREATIONAL EASEMENT THAT WILL BE REQUIRED.** – Identify outstanding mortgages, loans, etc., amount still owed, and describe how these will affect the current project. If a loan will be required to complete this grant, please include how much you anticipate borrowing and for what duration.
- **Question 27, ARE THERE ANY RIGHT-OF-WAY, EASEMENTS, OR REVERSIONARY INTERESTS ASSOCIATED WITH THE PROPERTY?** – Because the property located within the LWCF Boundary will be dedicated to public outdoor recreation use in perpetuity, it is important to identify any parties who may have a superior interest. Please list all right-of-way, easements, or reversionary interests associated with the site. The easements and right-of-way should be displayed on the LWCF boundary map.
- **Question 28, HOW DID YOU DETERMINE IF THERE WERE ANY RIGHT-OF-WAY, EASEMENTS, LIENS/MORGAGES, OR REVERSIONARY INTERESTS?** – Project sponsors are required to either conduct a title search to identify these superior interests (preferred method) or research the property themselves. Please certify that a search was conducted of the property in one of the two ways indicated on the application form. Provide a **copy of the title search or the research collected** that helped you determine any superior interest in the property. If acquisition of land is part of the application, a title search must be conducted to fulfill the requirements of the Uniform Act.

**Questions 29-34: PROPERTY MANAGEMENT AND STEWARDSHIP (10 POINTS).** This section asks project sponsors to provide information about how the property will be managed.

- **Question 29, WHO WILL MANAGE AND OPERATE THE SITE?** – Indicate who will manage and operate the site. For example, the Missouri City Parks and Recreation Department.
- **Question 30, IS THIS A MULTI-USE SITE?** – Indicate if this site serves more than one purpose. For example, is the site also a school, reservoir, or state wild area? If the site does serve multiple purposes, explain how often the public will have access to the proposed recreation area. Explain any kinds of restrictions to public outdoor recreation that will occur. Include the hours of operation in the **School/Community Agreement**.
- **Question 31, ARE THERE ANY PRE-EXISTING OR PLANNED INDOOR FACILITIES ON SITE THAT WOULD NOT THEMSELVES BE ELIGIBLE FOR LWCF GRANT FUND?** – Indicate yes or no if there are any pre-existing or planned indoor facilities on site that would not themselves be eligible for LWCF grant funds. LWCF assistance will not be provided for support facilities or portions thereof that contribute primarily to public indoor activities such as: meeting rooms; auditoriums; libraries; study areas; restaurants; lodges; motels; luxury cabins; furnishings; food preparation equipment; kitchens; and equipment sales areas. Bathhouses, public restrooms, maintenance sheds, etc., are potentially eligible for LWCF assistance since their basic

function is to provide support for outdoor recreation facilities. If one of these facilities already exists or is planned, in the space below the question, please describe and explain how/if the structure(s) support public outdoor recreation.

- **Question 32, ARE THERE ANY PRE-EXISTING OR PLANNED RESOURCE MANAGEMENT PRACTICES (I.E. TIMBER MANAGEMENT, GRAZING, ETC.)?** – Indicate yes or no if there are any pre-existing or planned resource management practices, such as timber management or grazing. If yes, describe the nature of the practice, the anticipated duration, and how the practice supports outdoor recreation.
- **Question 33, ARE THERE ANY PRE-EXISTING OR PLANNED USES ON SITE THAT ARE INCOMPATIBLE WITH LWCF REQUIREMENTS THAT SHOULD BE EXCLUDED FROM THE LWCF BOUNDARY?** – Indicate yes or no if there are any pre-existing or planned uses on site that are incompatible with LWCF requirements that should be excluded from the LWCF boundary. If there are, please describe the nature of the use and ensure it is clearly depicted on the proposed LWCF map. Clarify whether the future intent is for the area to become subject to LWCF once the use is terminated, or if the intent is for the use to continue within the park in perpetuity.
- **Question 34, PROVIDE A DETAILED POST-COMPLETION PLAN OF HOW THE PROJECT WILL BE MANAGED AND MAINTAINED IN PERPETUITY.** – Project sponsors should demonstrate sufficient funding and labor to maintain public access to the project in perpetuity. Additionally, sponsors should indicate their post-completion plan for ensuring user safety and project sustainability for the life of the project and describe how routine maintenance of the project will be accomplished after project completion. Include who will perform the maintenance and necessary repairs and how often maintenance inspections will occur. Discuss the routine maintenance schedule for the park during the summer and winter months.

**Questions 35-53: ACQUISITION OF REAL PROPERTY (QUESTIONS 35-59 ARE WORTH 20 POINTS).** This section asks project sponsors to provide information about how the property that is being acquired as part of the project. If property is being acquired (whether by purchase, donation, or lease), this section must be completed. If you are not acquiring property as part of the project, you can complete question 35 and skip the rest of this section.

- **Question 35, WILL REAL PROPERTY BE ACQUIRED AS PART OF THIS PROJECT (INCLUDING PURCHASE OR DONATION)?** – Indicate yes or no if real property will be acquired as part of the project (this includes purchase, donation, or lease). If acquisition is not part of this project, indicate no, and skip to question 54.
- **Question 36, WHY IS THIS ACQUISITION (WHETHER ATTAINED VIA PURCHASE OR DONATION) NEEDED?** – Please explain why acquisition is required for this project.
- **Question 37, DESCRIBE THE EXISTING RESOURCES AND FEATURES OF THE SITE THAT MAKE IT DESIREABLE FOR PUBLIC OUTDOOR RECREATION.** – Please explain why this site is desirable for public outdoor recreation. What existing resources and features made you chose this site?
- **Question 38, EXPLAIN HOW YOU ENVISION THIS ACQUISITION CONTRIBUTING TO OUTDOOR RECREATION IN THE LONG TERM.** –Please provide an explanation of how you envision this acquisition contributing to outdoor recreation in the long term.
- **Question 39, PARCELNAME** – What is the name of the parcel of property being acquired?
- **Question 40, PARCELSIZE** – Please indicate the size of the parcel in acres.
- **Question 41, PARCEL VALUE** – What is the value of the land? The value should be based on an appraisal that meets the Uniform Appraisal Standards for Federal Land Acquisition (<http://www.justice.gov/enrd/land-ack/Uniform-Appraisal-Standards.pdf>) and Title 49 CFR Part 24 (<https://www.ecfr.gov/current/title-49 subtitle-A/part-24>) that was conducted by a certified general appraiser and a technical review of the appraisal has been performed by a qualified review appraiser. The appraisal should be less than six months old. If the property is valued at less than \$10,000, a waiver valuation can be completed by a qualified professional and used in lieu of an appraisal. Please include a **copy of the appraisal and review appraisal and/or waiver valuation** with this application. A list of qualified appraisers and review appraisers maintained by the Missouri Department of Transportation may be found at the following link: <https://www.modot.org/sites/default/files/documents/Roster%2520of%2520Approved%2520Contract%2520Apprais>

[ers%5B1%5D.pdf.](#)

- **Question 42, ANTICIPATED ACQUISITION DATE** – What date do you intend to acquire the property?
- **Question 43, Please affirm which statement is true: A STATE-CERTIFIED REVIEW APPRAISER HAS REVIEWED THE APPRAISAL AND HAS DETERMINED THAT IT WAS PREPARED IN CONFORMITY WITH THE UNIFORM APPRAISAL STANDARDS FOR FEDERAL LAND ACQUISITIONS or A QUALIFIED PROFESSIONAL HAS PREPARED A WAIVER VALUATION FOR THIS PROPERTY IN CONFORMITY WITH 49 CFR 24.102(C)(D)(ii).** This statement must be supported by the documentation requested in question 41.
- **Question 44, FROM WHOM IS THE PROPERTY BEING PURCHASED?** – What is the name of the seller or donor? Include their **letter of intent to sell/donate/lease the property.**
- **Question 45, ARE ANY BUILDINGS OR STRUCTURES BEING PURCHASED ALONG WITH THE PROPERTY?** – Indicate yes or no if there are any buildings or structures being purchased along with the property. If yes, please describe what is planned for these structures and whether the grant-funded project includes the value of these structures.
- **Question 46, HOW WILL THE SITE BE MADE OPEN AND ACCESSIBLE FOR PUBLIC OUTDOOR RECREATION USE (SIGNAGE, ENTRIES, PARKING, SITE IMPROVEMENTS, ALLOWABLE ACTIVITIES, ETC.)?** - Please explain how the site will be made open and accessible for public outdoor recreation use. Describe planned signage, entries, parking, site improvements, allowable activities, etc.
- **Question 47, WHEN WILL ACCESS TO THE SITE FOR PUBLIC OUTDOOR RECREATION BECOME AVAILABLE?** – Please provide an anticipated date for when the site will be made open and available for public outdoor recreation use.
- **Question 48, DESCRIBE DEVELOPMENT PLANNED FOR THE SITE(S) FOR THE THREE (3) YEARS FOLLOWING ACQUISITION.** – Please describe the development planned for the site(s) for the three years following acquisition. As this will affect the National Historic Preservation Act and National Environmental Policy Act Compliance, please focus on what you reasonably expect to accomplish.
- **Question 49, IF DEVELOPMENT WILL BE DELAYED BY MORE THAN THREE YEARS FROM GRANT CLOSE, EXPLAIN WHY THIS ACQUISITION IS STILL A PRIORITY FOR GRANT FUNDING AT THIS TIME AND WHAT ABILITY THE PUBLIC WILL HAVE TO USE THIS SITE IN THE INTERIM.** – If development will not be delayed for more than three years from the grant close, indicate when development will be complete. If it will not be complete in that time, explain why this acquisition is still a priority for grant funding at this time and what ability the public will have to use the site in the interim.
- **Question 50, IS THIS ACQUISITION AN ADDITION TO AN EXISTING PARK OR OTHER RECREATION AREA?** – Indicate yes or no if this acquisition is connected to an existing park or other recreation area. If yes, how will it support and enhance that existing park?
- **Question 51, IS THE PROPERTY BEING ACQUIRED UNDER THREAT OF CONDEMNATION?** – Indicate yes or no if this property is being acquired under threat of condemnation. If yes, please explain.
- **Question 52, WAS THE PROPERTY LISTED FOR PUBLIC SALE?** – Indicate yes or no if this property was listed for public sale. If yes, please explain how the property owner was made aware of the grant sponsor interest in the property.
- **Question 53, DOES THIS PROJECT INVOLVE DONATED PROPERTY?** – Indicate yes or no if this project involves donated property. If yes, include evidence that the seller was offered the fair market value of the property as just compensation and willingly chose/is choosing to donate the property instead. If the donation is subject to a waiver of retroactivity, the evidence must pre-date the donation. Please explain your response.

**Questions 54-59: PROJECT DEVELOPMENT AND SCOPE OF WORK (QUESTIONS 35-59 ARE WORTH 20 POINTS).** This section asks project sponsors to provide information about the construction work taking place as part of the project.

- **Question 54, PROJECT NAME** – Provide a short name and include the current phase, if the project is being completed in

phases; for example, "Memorial Park Aquatic Center Development, Phase I." The project name will be how the project is referred to on the Financial Assistance Agreement, project budget, reimbursement requests, quarterly reports, and inspection reports.

- **Question 55, WHAT NEW FACILITIES WILL BE CONSTRUCTED AS PART OF THE PROJECT?** – What facilities are being constructed as part of this project? Give a brief description of the new facilities that are being added in the project area. If no new facilities are being added write "N/A or No new facilities being constructed."
- **Question 56, WHAT EXISTING FACILITIES WILL BE RENOVATED OR REPLACED (SPECIFY WHICH) AS PART OF THE PROJECT?**
  - If this is a renovation project, please indicate what existing facilities will be renovated or replaced (specify which) as part of the project. Indicate when the project was initially constructed and when it was last renovated. If the project was constructed or renovated using LWCF funds, please indicate the year(s) and project number(s). The project number will be a seven-digit number beginning with the number 29 (29-xxxx) and can be located on the Financial Assistance Agreement. Contact GMS staff if you have difficulties determining the project number.
- **Question 57, WHAT GENERAL SITE IMPROVEMENTS (I.E. DEMOLITION, SITE PREPARATION, LANDSCAPING, HABITAT IMPROVEMENTS, ETC.) WILL BE COMPLETED AS PART OF THIS PROJECT?** – Please describe what general site improvements will take place as part of the project. This includes any demolition, site preparation or grading, landscaping, habitat improvements, utilities, or other site improvement activities. If soil is being added to the project area, where is the soil coming from? If soil is being removed, where will it be disposed at? How deep will you dig to bury utilities? How deep will you dig to prep the site for accessible routes, foundations, or playground surfacing?
- **Question 58, WHAT IS THE ANTICIPATED LIFE SPAN OF THE FACILITIES THAT WILL BE FUNDED AS PART OF THIS PROJECT?**
  - Please tell us what is the anticipated life span of the facilities that will be funded as part of this project. Project sponsor are not required to continue operation of a particular recreation area or facility beyond its useful life. For each item being constructed give the numbers of years the facility will last with proper maintenance and repair.
- **Question 59, PROVIDE A DETAILED PROJECT NARRATIVE** – The Project narrative is one of the most important elements in the application and is the sponsor's opportunity to explain in detail **what will be constructed** as part of this project. In the narrative, project sponsors should answer the following questions:
  - **What is being constructed, rehabilitated/repaired and/or acquired?** Describe ALL aspects of the project that this grant will be funding. Give as much detail as possible including the dimensions of facilities being constructed and the surface depths of disturbance. The answers that were given in Question #55-57 should be expanded on and great details should be given about each components. If the project is one phase of a larger project, indicate which phase and what will be accomplished during this phase only.
  - **Is everything listed in your budget narrative (Question #75), detailed out here?** Make sure that if you have costs listed in the budget narrative that you have talked about it here.
  - **What is the anticipated timeframe of this project, from start to finish?** Is this project "shovel-ready," where the planning stage is sufficiently advanced enough so that the project can begin as soon as funding is secured? Can the project realistically be completed within the required two-year timeframe?

**Questions 60-62: PROJECT NEED (UP TO 5 POINTS)** asks the sponsor to describe the need for this project. This section is the project sponsor's opportunity to demonstrate to the internal advisory committee why this project is needed in your community.

- **Question 60, PLEASE DESCRIBE BOTH THE SHORT AND LONG-TERM OUTDOOR RECREATION BENEFITS OF THIS PROJECT** (include how the project is beneficial and who it benefits). – The projects sponsors should give specific detail about how the benefits the community will receive because of this project and who will benefit for the project within the community . Divide your answer by short and long term benefits. Project sponsors should answer the following questions.
  - How is this project beneficial and what will it provide for users? Explain why this project is being proposed and how it will benefit the public. Is there a targeted group that will be most benefited? Does it fill a need for \_\_\_\_\_

an underserved segment of the population? Priority will be given to projects located where they will serve neighborhoods with significant populations of underserved groups that are lacking in recreation opportunities. These underserved groups include the elderly, minority populations, low-income households, and those with physical or mental challenges. Low-income households are those with incomes at or below the Department of Health and Human Services poverty guidelines. Minority populations include the following five minority groups: Black, Hispanic or Latino, Asian American, American Indian and Alaskan Native, and Native Hawaiian or Pacific Islander. Use the U.S. Census Bureau's My Community Explorer tool (<https://experience.arcgis.com/experience/13a111e06ad242fba0fb25199c7dd/page/Page-1/>) or the U.S. Census Bureau QuickFacts (<https://www.census.gov/quickfacts/fact/table/MO/PST04522>) to determine if the project area contains higher than average concentrations of these populations when compared to the rest of the community or county in which the project is located. Additionally, the Census Bureau collects data on disability through the American Community Survey and the Survey of Income and Program Participation (<https://www.census.gov/sipp/>). Other data resources include the KIDS COUNT Data Center, which provides information about sociodemographic indicators such as households qualifying for the free and reduced lunch program, etc. (<http://datacenter.kidscount.org/>); and the Center for Applied Research and Environmental Systems (CARES), which provides the ability to create customized interactive maps from a wide range of economic, demographic, physical and cultural data for Missouri (<https://cares.missouri.edu/>). Project sponsors must **include available data/statistics about the local populations** to be served by the park/recreation area. Refer to the Supporting Documentation Checklist on page 7.

- **Will this project be meeting a need that is currently unmet in the community or will it be addressing a recreational deficiency?** If so, indicate how and describe whether the project will be improving the quality of outdoor recreation experiences within the community or region by creating a new park/outdoor recreational area or by significantly enhancing the quality of an existing park/outdoor recreation area by upgrading the infrastructure. Priority will be given to projects located in areas where existing park/outdoor recreation areas are not of a comparable caliber to park/recreation areas elsewhere in the community or region; or whose park/recreation areas are otherwise inadequate to serve community needs. Also indicate if no other like recreational facilities or activities exist within the community or jurisdiction, and describe how this project will be introducing a new facility or recreational activity. Describe if this project is unique in other ways, such as re-purposing a blighted area or reclaiming an area that was destroyed through a natural disaster; developing a non-traditional recreation area such as an outdoor or experiential education classroom; installing a play space made entirely of recycled or natural materials; etc. Priority will be given to projects that do not duplicate similar facilities within a close proximity or that include a unique aspect.
- **Question 61, INDICATE THE SERVICE AREA THIS PROJECT WILL ENCOMPASS** – choose the category that best describes the service area for this project, whether it will serve a single neighborhood or multiple neighborhoods, or will serve an entire community or multiple communities in a region. If the project will serve multiple neighborhoods or communities, indicate how.

**Questions 62-66: PROJECT PLANNING (UP TO 10 POINTS)** asks the sponsor to demonstrate that the project is a well-planned and feasible project.

- **Question 62, DESCRIBE HOW THIS PROJECT ALIGNS WITH A SCORP PRIORITY.** – The project sponsor should indicate if the project is fulfilling a need in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for Missouri, which can be found at: [https://mostateparks.com/sites/mostateparks/files/2018-2022%20Show%20Me%20the%20Great%20Outdoors\\_SCORP\\_Final.pdf](https://mostateparks.com/sites/mostateparks/files/2018-2022%20Show%20Me%20the%20Great%20Outdoors_SCORP_Final.pdf). The 2018-2022 SCORP will be used for this grant round. The SCORP is a five-year planning document that identifies outdoor recreation issues of statewide significance and evaluates the supply of and demand for outdoor recreation resources and facilities in Missouri. The SCORP provides unified guidance to state and municipal agencies as they develop and expand outdoor recreation opportunities for their respective constituents and jurisdictions. Priority will be given to projects that provide opportunity for programs and activities identified in the SCORP, such as opportunities for bicycling, camping, walking, running/jogging, gardening, dog walking, wildlife viewing, fishing, family gathering and youth-related activities. Project proposals to develop facilities listed as priorities in the SCORP will also be given more weight. These include community gardens, trails, outdoor aquatic facilities, campgrounds, target shooting sites, ATV/ORV riding areas, outdoor basketball courts, and sidewalks or pathways that link neighborhoods to parks and green spaces.

- **Question 63, IS THE PROJECT IDENTIFIED IN A LOCAL, SCHOOL, REGIONAL, COUNTY AND/OR PARKS COMPREHENSIVE PLAN, MASTER PLAN OR SPECIAL STUDY? EXPLAIN HOW THIS PROJECT FITS AS PART OF ANY OTHER PROJECTS PLANNED FOR THE SAME SITE IN THE NEXT THREE YEARS.** – Project sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele. Project proposals addressing needs at regional or local levels will be given priority points. The project sponsor should indicate if the proposed project is included in a regional or local recreation master plan, capital improvement plan, or other land use management plan. If yes, provide the name of the plan, the governing body that adopted or approved the plan, and when the plan was approved or adopted. A **copy of the relevant portion of the plan** must be included with the application. Refer to the Supporting Documentation Checklist on pages 9-11. Project sponsors should also explain how the project fits into other projects planned for the site in the next three years.
- **Question 64, DESCRIBE THE PROCESS THAT LED TO THE DEVELOPMENT OF THIS PROPOSAL AND HOW THE PUBLIC WAS INVOLVED. DID YOU CONSULT WITH THE PUBLIC IN THE DEVELOPMENT OF THIS PROJECT?** – Project sponsors are strongly encouraged to involve the public when determining project need. Public involvement is a means of building support for the project as well as a method for identifying potential partners. The project sponsor should describe the public involvement that led to the selection of the project, such as **public meetings, open houses, surveys**, etc. Supporting documentation is required (refer to the Supporting Documentation Checklist on pages 9-11). The project sponsor should also summarize any feedback or commentary received from the public that shows support for or opposition to the project and indicates the likelihood of use.
- **Question 65, WHAT DESIGN ELEMENTS ARE INCLUDED THAT CONTRIBUTE TO PRESERVING ENVIRONMENTAL RESOURCES AS PART OF ENSURING A QUALITY OUTDOOR RECREATION EXPERIENCE FOR FUTURE GENERATIONS?** – This question is asking project sponsors to describe what steps they will take to avoid impacts to cultural, historical and archaeological resources; threatened or endangered species; wetlands or streams; water and air quality; floodplains; farmlands; lands protected under the LWCF Act; etc. Other factors to consider include landscaping with native species; preventing the spread of noxious or invasive species; minimizing impacts from hazardous waste sites; and sensitivity to environmental justice issues. Project sponsors should also include any design features they will incorporate that will increase sustainability of the project, such as features that provide erosion control and minimize storm water runoff; or design elements that are unique such as use of recycled materials, developing within a smaller footprint (less concrete or asphalt), incorporating energy efficiency (such as use of timers or sensors), installing solar panels, use of graywater, collecting rainwater, etc.
- **Question 66, HOW ARE ACCESS REQUIREMENTS UNDER THE AMERICANS WITH DISABILITIES ACT (ADA) AND ARCHITECTURAL BARRIERS ACT (ABA) BEING ADDRESSED IN THIS PROJECT? DOES THE PROJECT EXCEED THE MINIMUM ADA REQUIREMENTS?** – Federal regulations regarding accessibility and outdoor recreation are promulgated under two separate statutes, the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA). The ADA is a broad federal civil rights law that prohibits discrimination based on disability. The law defines “disability” as “...a physical or mental impairment that substantially limits a major life activity.” The ADA has five main sections, or “titles.” Title II covers services and programs of state and local governments such as school districts, townships, cities, and counties. Title II reads in part, “No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity...” For more information about ADA, the U.S. Department of Justice (DOJ) has provided an online manual that helps explain what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner (<https://www.ada.gov/law-and-regs/title-ii-2010-regulations/>). To provide guidance on how to comply with the ADA in the development of facilities, the Department of Justice has issued the 2010 ADA Standards for Accessible Design ([https://www.ada.gov/2010ADAstandards\\_index.htm](https://www.ada.gov/2010ADAstandards_index.htm)). These design standards are minimum accessibility standards for buildings and other structures. As of March 15, 2012, compliance with these regulations is required for any new construction and any alterations to existing facilities. The 2010 ADA Design Standards contain technical specifications for building and site elements common to parks and outdoor recreation areas, such as parking, accessible routes, ramps, drinking fountains, and restrooms. It also specifies how many accessibility features must be incorporated in each facility. Sponsors are required to provide accessible parking and accessible routes to connect users to any accessible recreation-related facilities that are subject to the 2010 ADA Design Standards. Additionally, design standards have been developed for specific recreation facilities, such as boating and fishing facilities, play areas and play surfaces, sports facilities, and swimming pools. The design standards can be accessed at <https://www.access-board.gov/guidelines-and-standards/recreation-facilities/guides>. Project sponsors are required to comply with these design standards and are encouraged to consult with a design professional for assistance to ensure ADA compliance. Additionally, the New England ADA Center has developed a series of ADA checklists that may be useful. The checklists include design standards for parking, access

routes, restrooms, fishing and boating facilities, swimming facilities, play areas, etc., and can be found at <http://www.adachecklist.org/checklist.html>. Explain how access requirements under the ADA and ABA are being addressed in this project. If the project will exceed the minimum ADA requirements, such as incorporating elements that will make it universally accessible, please describe how and specifically list the elements that meet universal design. Universally designed recreation experiences have characteristics that make them easier to use by everyone, including people with a variety of abilities and limitations. Designing for universal access means going beyond the minimum requirements of the ADA so that all people in the community or outside the community, including those with disabilities, may enjoy the recreation opportunities provided. Facilities that are designed according to principles of universal design are designed to be usable by everyone, to the greatest extent possible, not just people with disabilities.

**Questions 67: PARTNERSHIPS (UP TO 2 POINTS)** asks the project sponsor to describe any partnerships and donations associated with the project.

- **Question 67, LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS.** – In the “Donor” column, list any individual partners or donors who intend to contribute to the project. In the corresponding “Contribution” column, indicate what each partner or donor intends to contribute, whether it is labor, cash, materials, land or equipment. Only include partners that are truly contributing to the project in some tangible way. If vendors are listed as partners, only include vendors who will be donating cash, materials, or equipment. Do not list vendors promising to provide discounts on materials. Discounts are not considered donations and, depending on the cost threshold of materials needed for the project, acquisition of materials may need to be done through the competitive bidding process in order to comply with state and federal purchasing requirements. Reference the Supporting Documentation Checklist on pages 9-11 for the **supporting documentation required** for donations.

**Questions 68-75: PROJECT BUDGET AND BUDGET DETAILS (UP TO 23 POINTS)** asks the project sponsor to provide information about the project budget, available funding, funding yet to be secured, and to include an itemized description of budget cost categories.

- **Question 68, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING AND MANPOWER TO COMPLETE THE PROJECT WITHIN TWO YEARS** – Information in this question includes assurances that the sponsor’s agency has the ability to complete the project within the two-year timeframe, specifically that the sponsor has the upfront cash to begin the project and enough manpower to finish the project. The sponsor should reference supporting documents in their response, such as the **financial assurance letter and letters from donors** and/or partners. See Supporting Documentation Checklist on pages 9-11 of this guide.
- **Question 69, HOW WAS THE COST ESTIMATE DERIVED?** - Please explain how you arrived at the cost estimate for this project. Did you use an engineer’s cost analysis to get the estimated cost? Did you do research on the internet to get costs for supplies? Do your cost reflect materials and supplies that meet the Build America, Buy America provision? Do not list contractor names, because you will be required to follow federal and state procurement procedures in the project award. Contractors cannot be pre-selected to complete the project.
- **Question 70, WHAT ASSURANCES ARE THERE THAT THE COSTS LISTED ARE REASONABLE?** - Please provide assurances that the costs listed are reasonable.
- **Question 71, DESCRIBE ANY PROJECT ELEMENTS OR COSTS THAT WILL IMPROVE SITE RESILIENCY AND FACILITY LONGEVITY, IF ANY.** - Please describe any project elements or costs that will improve site resiliency and facility longevity, if any. For example, “we chose to install concrete sidewalks over compacted rock because it will reduce the cost of maintenance by \$X per year and has a lifespan of X years.”
- **Question 72, FOR EACH COST CATEGORY, FILL OUT THE BELOW BUDGET TABLE WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR** – in the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the specific cost categories. All project costs fall within these categories. Enter the costs for each category in the appropriate columns according to who will pay for that portion—either the grant, the project sponsor (matching funds), or a third-party donation (matching funds). Use whole dollar amounts and only enter numbers. Do

not enter characters such as dollar signs, commas or decimals. The maximum federal grant amount that may be requested is \$500,000 and the minimum federal amount is \$25,000. The minimum amount a project sponsor is required to provide as match is 50% of the total project cost. The percent matching funds will automatically calculate by adding the applicant and donor funds to equal the total matching funds, and then by dividing the total matching funds by the total project cost. Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$500,000. The project sponsor is requesting \$250,000 and is providing a 1:1 match. Of the matching funds, \$240,000 is being provided by the project sponsor and \$10,000 is being provided by a third-party donation.

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		APPLICANT	DONATION (by 3 <sup>rd</sup> party)	
1. Planning/Engineering/Environmental Review ( $\leq$ 10% of total project cost)	\$	\$ 35,000	\$	\$ 35,000
2. Land/Easement Acquisition	\$ 100,000	\$ 100,000	\$	\$ 200,000
3. Site Work	\$ 20,000	\$	\$	\$ 20,000
4. Demolition and Removal	\$	\$ 35,000	\$	\$ 35,000
5. Construction	\$ 130,000	\$ 60,000	\$	\$ 190,000
6. Equipment Use	\$	\$ 5,000	\$10,000	\$ 15,000
7. Signage	\$	\$5,000	\$	\$ 5,000
<b>TOTALS</b>	<b>\$ 250,000 (Not to exceed \$500,000)</b>	<b>\$ 240,000</b>	<b>\$ 10,000</b>	<b>\$ 500,000</b>

- **Eligible Costs** include:
  - **Planning/Engineering/Environmental Review** costs. Cost in this category can only be up to 10% of the total project cost. Example: With a total project cost of \$500,000, this cost category total must be \$50,000 or less. Since project sponsors are encouraged to begin planning their projects early, costs in this category incurred up to 18 months prior to project approval and notice to proceed may be used as a match by the project sponsor. Examples include development of design and/or construction documents; costs associated with the bidding process, such as advertisement and development of bid packets; costs associated with hiring a consultant to conduct environmental reviews or costs associated with cultural evaluation such as archaeological surveys.
  - **Land/Easement Acquisition/Lease.** A LWCF grant can reimburse up to 50% of the cost (not to exceed the grant award) to acquire title or easement interest in real property. Purchase, acquisition or lease of land or right-of-way easements for LWCF projects must be from a willing seller or donor. Additionally, project sponsors must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, also known as the “Uniform Act” ( <https://www.ecfr.gov/current/title-49 subtitle-A/part-24> ) for both purchased and donated land. Requirements under this act include conducting an appraisal and an appraisal review, as well as notifying the landowner of their rights under the law. Project sponsors may request grant funding to acquire land or easements but cannot take ownership of the property until the National Park Service has approved the project and the Department of Natural Resources has issued a notice to proceed. Project sponsors may use the value of newly donated or newly purchased property as match if it was acquired up to 18 months prior to the grant award, was acquired specifically for the project and complies with the provisions in the Uniform Act. Consult with GMS staff before listing the value of newly acquired property as match. The value of land already owned or managed by an agency, such as land already established as a park, cannot be used as match. The value of land transferred from one governmental agency to another also cannot be used as match, unless it is purchased from that agency, subject to the following conditions:
    - The land was not originally acquired by the other agency for recreation.
    - No federal assistance was provided in the original acquisition.
    - The selling agency is required by law to receive payment for land transferred to another public agency. Examples would be public school land that can be used for non-school purposes only through payment to the school agency.

Refer to the Supporting Documentation Checklist on pages 9-11 for the various documentation required to

demonstrate ownership, access and/or intent to donate.

- **Site Work** costs include labor and materials to prepare the site for this project. The cost should include excavation, grading, burial of overhead wires and utilities, and landscaping. All electrical or communication lines must be installed underground. Existing lines must be buried, removed or relocated as necessary. Future lines must also be underground.
- **Demolition and Removal** costs are eligible for reimbursement. This should include the labor and materials costs to remove old equipment or facilities from the project site.
- Construction cost, materials, supplies and labor cost, are eligible for reimbursement and include all necessary construction activities to complete the project site. Labor costs that maybe requested in the “Grant Request” column include contracted labor and consulting services. Salaries of existing staff are eligible for the project sponsor’s match, as is volunteer labor. For contracted labor, DNR requirements stipulate that project sponsors comply with the Davis-Bacon Act, as amended, regarding the use of prevailing wages for construction contracts in excess of \$2,000 (<https://www.dol.gov/agencies/whd/government-contracts/construction> ). Use of an agency’s internal labor force should be valued at the current hourly rate of individual employees working on the project. A volunteer’s donated time should be valued at hourly rates paid for similar work in the area, unless the person is professionally skilled in the work being performed on the project. When this is the case, the wage rate this individual is normally paid for performing this service may be used. Materials for new construction or for renovation of recreation facilities include, but are not limited to, picnic areas, camping facilities, sports and play fields, outdoor play courts, swimming or aquatic facilities, boating or fishing facilities, trails, winter sports facilities, outdoor ice rinks, natural areas, passive parks and amphitheaters. Examples of eligible materials costs associated with these types of facilities include ADA compliant playground equipment and ADA complaint play surface materials; asphalt, concrete or gravel for parking lots and entrance roads; materials for sports fields, such as permanent goalposts, backstops, etc.; materials for walking/running tracks; materials for bridges, boardwalks, etc; materials for buildings such as picnic shelters and campgrounds; lighting; benches; water fountains; etc. Donated materials should be valued at their fair market value and are only eligible for the project sponsor’s match. Materials for new construction or renovation of eligible support facilities which include, but are not limited to, walkways, utilities, roads, parking, lighting, restrooms, concession and maintenance buildings. As required by Section 70914 of the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, on or after May 14, 2022, all of the iron, steel, manufactured products, and construction materials used in the project must be produced in the United States, unless subject to an approved waiver.
- **Use/operation of in-house equipment** for project construction. This cost category only applies to in-house labor or rental equipment. Equipment used by a contractor should be under the construction cost category. Use the Federal Emergency Management Agency’s (FEMA) Schedule of Equipment Rates to determine the cost of operating various pieces of mechanized equipment (<https://www.fema.gov/schedule-equipment-rates>). Labor costs for equipment operators using the equipment are not included in the rates and should be entered in the appropriate cost category for the activity that is occurring.
- **Signage**, including LWCF acknowledgement, way-finding, interpretive, etiquette/rules, and traffic control signs.

- **Ineligible Costs** include:
  - **Routine maintenance**, which includes work that should be conducted on a frequent basis in order to keep a park or recreation area in its originally constructed state.
  - **Overhead costs** that include regular operating expenses, such as equipment usage for routine maintenance, building rent and upkeep, utilities, insurance and fixed costs associated with a business, agency or group.
  - **Indirect costs**, which typically represent the regular expenses of doing business. Only costs that are directly related to the project are eligible.
  - **Budget contingencies**, add the contingency cost into each line item cost.
  - **Ceremonial or entertainment expenses** or any other costs associated with opening or ribbon-cutting ceremonies.

- **Publicity or promotional costs**, such as brochures or other print materials, website development, etc.
  - **Appraisals, title searches** or other incidental costs related to land acquisition, even if the acquisition is a project cost.
  - **Equipment purchase**, such as hammers, ladders or lawn mowers.
  - **Payments to one vendor in excess of \$25,000**, if the vendor was not selected through a formal bid process as per state and federal requirements.
- **Question 73, WHAT PERCENTAGE OF THE SPONSOR'S MATCH IS SECURED (I.E., CASH IN-HAND)** – this question asks the sponsor to identify what percentage of the project match is immediately available to start the project. These funds may include in-house (force account) labor and use of in-house equipment, in addition to funds deposited into a bank account (either sponsor funds or donated funds). If the sponsor has received donation pledges for a portion of the match but has not yet received those funds, indicate what percentage is yet to be secured. If a portion of the match is reliant upon upcoming fundraising efforts, describe those efforts and explain any alternate plans for providing the required match if future fundraising efforts are unsuccessful.
- **Question 74, ARE ANY ELIGIBLE PRE-AWARD COSTS INCLUDED AS PART OF THE GRANT REQUEST?** – Indicate yes or no if any pre-award costs are included as part of the project. If yes, indicate the date from when those costs started being incurred, the funding/cost categories, the total amount of the pre-award costs anticipated to be incurred before the grant start date, and whether they are included for match purposes or for reimbursement. Please remember that these costs can only be incurred up to 18 months prior to the date of project approval. Please make sure these costs are included in the budget narrative in question 75 and are clearly marked **PRE-AWARD**. A **copy of the invoice** should be included with the supporting documents.
- **Question 75, PROVIDE DETAILED INFORMATION ABOUT BUDGET ITEMS WITHIN EACH COST CATEGORY** – in the space provided on the application, project sponsors should list detailed cost estimates for each of the cost categories included in the budget table. Make sure to have costs for all elements of the project that are mention in the Project Narrative (Question 59). Do not specify any vendors or brand names in the estimates. If you have a cost estimate from an Engineer and the cost will fit into the space provide, transfer the budget estimate into the application. The more details provided will make it easier to tell if costs are eligible for LWCF funding. For instance, provide a materials list that includes units and price per unit. A detailed cost breakdown of in-house labor should be included as well. See sample budget below. The total of the itemized cost breakdowns should match the totals for each category on the budget table. All costs for this project, including match, should be listed in the budget narrative.

## **SAMPLE BUDGET NARRATIVE:**

### Planning/Engineering/Environmental (total costs \$x.00)

Archaeological Services	Survey Report	\$x.00
Engineer (PRE-AWARD Service Date)	Design	\$x.00

### Land/Easement Acquisition (total costs \$x.00)

Land	total acres at \$/acre	=\$x.00
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### Site Work (total costs \$x.00)

#### Labor (in-house):

1 equipment operators at \$/hour by # of hours	= \$x.00
2 workers at \$/hours by # of hours	= \$x.00
Trees total trees at \$/tree	= \$x.00
Electrical Wire total feet at \$/linear ft.	= \$x.00

### Demolition (total costs \$x.00)

#### Labor (in-house):

2 equipment operators at \$/hour by # of hours	= \$x.00
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### Construction (total costs \$x.00)

#### Materials:

Cement	total square feet at \$/ton	= \$x.00
Rebar	total feet at \$/linear ft.	= \$x.00
Lumber for shelter	total square feet at \$/sq. ft.	= \$x.00
Bollards	total # by \$/per bollard	= \$x.00
Playground equipment	package price + freight	= \$x.00

#### Labor (in-house)

2 equipment operators at \$/hour by # of hours	= \$x.00
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### Equipment Usage (total costs \$x.00)

Use of bulldozer at \$/hour by X of hours (FEMA #)	= \$x.00
Use of trencher at \$/hour by X of hours (FEMA #)	= \$x.00

### Signage (total costs \$x.00)

LWCF Acknowledgment Sign	= \$x.00
Playground Rule Sign	= \$x.00

**Questions 76-85: Environmental Resources Survey (Up to 10 Points):** The tables provided in this section serve as a record of the environmental resources present at the site, whether the proposed action is likely to have a significantly negative impact on those resources, and whether further information is needed to determine the potential impact. Review the listed resources and identify any resources that may be significantly impacted by the action. The environmental resources survey should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate. The cost to hire a professional environmental consultant is an eligible pre-award cost and can be included in the budget table (Question #72) and narrative (Question #75). Also make sure to include the pre-award costs in Question #74.

- **Question 76, TABLE 1** – For each resource indicate if positive impacts or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact. If this project will have “no effect” on the resource, mark as positive. After each resource, you will need to write a brief explanation on how you determined the impact and identify which sources you used to determine the impact. If the resource is not located within the project area (example: Water: Coastal Barrier Resource or Coastal Zones), leave it blank; do not mark it. Do not include short term impacts as negative unless a Federal Permit is required to satisfy those impacts. Any negative impacts should have mitigation measures described in Question #79. If unknown impact is marked, indicate what information needs to be collected to answer the questions or who you need to contact to get guidance from. The reports and maps used to determine the impact to the resources should be included in the supporting documents.

- 1) Air Quality - Most LWCF projects and project-related activities are exempt from air quality conformity requirements of the Clean Air Act, unless the project is considered “regionally significant” as defined by 23 CFR 450.104 (<https://www.ecfr.gov/current/title-23/part-450>) or is located in a nonattainment area. Projects outside the St. Louis and Kansas City Metropolitan Planning Organization (MPO) areas generally will not meet the definition of “regionally significant.” For projects within the St. Louis and Kansas City MPO areas, the project sponsor will need to coordinate with the MPO to determine the level of analysis required. For MPO contact information, see <http://www.fhwa.dot.gov/modiv/programs/mpo.cfm>. Air quality standards also regulate open burning. Open burning of tree trunks, tree limbs and vegetation from land clearing operations is allowed without a permit if untreated and done in accordance with state regulations. For information about those requirements, please go to DNR’s website: <https://dnr.mo.gov/document-search/facts-open-burning-under-missouri-regulations-pub2047/pub2047> . Local jurisdictions (i.e., municipalities, counties, etc.) may have additional restrictions on open burning. Prior to conducting any open burning, the project sponsor should contact the city or county of jurisdiction for any local restrictions or required permits. Any permits required should be listed in Question #82.
- 2) Circulation and Transportation – Evaluate the impact of your project on circulation and transportation. Will this project be adding in ADA parking spaces or accessible routes (positive)? Will this project construct or renovate the parking lot area (positive)? Will this project be adding a trail around the park to connect different areas of the park together (positive)?
- 3) Climate – Will this project impact climate change in a positive or negative way? Look at how you answered Question #71, did you list positive impacts to the project.
- 4) Contamination or Hazardous materials – Evaluate what, if any, contamination or hazardous materials are present in the project area and how this project will impact those materials. To assist you with determining the potential for hazardous substance at or adjacent to your project site, DNR has provided Missouri E-START, an online map of hazardous waste and petroleum storage sites ([https://apps5.mo.gov/ESTARTMAP/map/init\\_map.action](https://apps5.mo.gov/ESTARTMAP/map/init_map.action)). Zoom in to 1:6,000 and make sure the entire park is being shown. Check all the boxes in the legend and move the legend so you can read most of it. Use the snipping tool or print page to capture the entire screen (including Legend and Park area). Convert to a .pdf and print **Hazardous Waste Map** in color. If there is a symbol within the park or on adjacent property, click on it and print off the report. Demolishing an old building that contain asbestos using appropriate methods of hazardous materials abatement or using a previously remediated site as a new outdoor recreational site is a positive impact.
- 5) Endangered Species – The Endangered Species Act (ESA) requires that federal agencies, in consultation with the U.S. Fish and Wildlife Service (USFWS), ensure that any actions they fund, authorize, or carry out will not jeopardize the continued existence of federally-listed threatened or endangered (T&E) species or destroy or adversely modify designated habitat critical to those species. To evaluate the project’s impact to federally listed T&E species or their habitat, use the USFWS’s Information for Planning and Conservation (IPaC) search tool to request an official species list of T&E species and the presence of critical habitat that should be

considered when evaluating the potential impacts of your project. The IPaC search tool can be found at <https://ecos.fws.gov/ipac/>, and will require you to enter information about your project and delineate your project's boundaries on an online map. You will need to log in to the IPaC Website to get the Official Species List. Once logged in, click "Get Started" and in box 1 type in the address for the park. Use the polygon to draw around the boundary of the entire park and click finished drawing. On the new page click "Define Project" in the box that says "What's Next." Type in the Project Name (Question 54) and Scope of Work (Question 59). Now click on "Request Species List." Then you will need to click "Yes, Request a Species List" and fill out the questions that are asked. Federal Funds from the National Park Service are being used to complete this project. The Official Species List will be added to "My Projects" within about 30 minutes. Print the IPaC report and include it with the supporting documents. If the report you print has a watermark across it that says "not for consultation," this report is not correct and you will need to go back and print the Official Species list. In addition to determining your project's impact on federally listed T&E species, you must also determine its impact on state-listed endangered species or species and habitats of conservation concern by entering your information into the Missouri Natural Heritage Review Website (<https://naturalheritagereview.mdc.mo.gov/>). You will need to follow the website's instructions for creating a user login and password, and for entering your project information and project boundary. Once logged in, click on "Map" and then click "Create Project". Draw a polygon around the entire park and click "Accept." Enter the Project Name (Question 54) and expand "Recreation" and pick your project type. Click "Submit." A .pdf report will be generated and you should print and include it with the supporting documents. **IPaC and MO Heritage Reports** expire after 6 months, so don't use an old report. Go create a new report if it is outdated. After a review of the species and habitats listed on the Official Species List and Natural Heritage Report that have potential to be located your project area, you must conduct an evaluation, see IPaC Report, to determine if your project may affect those species or their habitats. You must indicate in the space provided whether impacts are anticipated and you must summarize your project impacts, for each species listed. If you have species listed on the IPaC, you should contact the Missouri Ecological Service Field Office (contact information in the IPaC Report) to get their concurrence that you will not be affecting these species. A USFWS template letter can be found on page 19. Will you be removing trees during this project and if so when? If so, how will that impact any endangered bat species that may be present in the project area? Will this project construct a pollination garden to help the endangered dragonfly and butterflies?

- 6) **Environmental Justice** – Evaluate any environmental justice impacts that the proposed project may have. The U.S. Census Bureau's My Community Explorer search tool (<https://experience.arcgis.com/experience/13a11e06ad242fba0fb62f25199c7dd/page/Page-1/>) can help determine if your project area contains populations that meet the low-income or minority population standards. You should compare the city or county to the state averages. Include a **copy of the comparisons** with the supporting documents. Will this project benefit minority and low-income populations? Look at how you answered Question 60.
- 7) **Geological Resources** – Will your project impact geological resources? Are you controlling runoff due to impervious surfaces that are created during the project (positive)? Have you changed the slope of the project area that will now create runoff (negative)? Are you developing a rain garden to control the runoff (positive)?
- 8) **Historic or cultural resources** –Section 106 of National Historic Preservation Act (NHPA) requires federal agencies to consider the effects on historic properties present in projects they carry out, approve or fund. The State Historic Preservation Office (SHPO) is the agency authorized for ensuring Section 106 compliance. To initiate a Section 106 Review, submit a **Review and compliance Information form and supporting documents** to SHPO. The entire scope of work of the project should be reviewed by the SHPO office. Instructions for completing and submitting the form are found at: <https://mostateparks.com/page/84261/section-106-review>. The form is a fillable PDF requiring Adobe Acrobat Reader, available as a free download from <https://get.adobe.com/reader/>. You will also be required to submit topographic maps of the site, project plans and photos of any existing structures. To find quadrangle maps, visit the U.S. Geological Survey's National Map website at <https://viewer.nationalmap.gov/basic/>. **This is a 30 day process so start the Section 106 Review early in**

**order to have SHPO concurrence by the time the application is due.** The **SHPO concurrence letters** are valid for three years as long as the scope of work has remained the same with no changes. If changes have occurred in the scope of work, a revised Section 106 Review should be submitted. The project description that is on the Section 106 form should match the scope of work (Question #59) from this application and should include the surface depths from Question #84. Try to answer the following questions when filling out the project description of the Section 106 form: Is the area already disturbed? How deep will you be digging? Will you be using heavy equipment and how will get it get to project area? Will you be bringing in fill/borrow, if so from where will it come? If removing fill from project area, where will it be disposed at? An example, a project will construct a 30' X 50' pavilion, the concrete pad will disturb an area of 40'X60' and be dug in 6 inches and the footings will be between 18"-24" deep. If the information you provided is sufficient to make a determination, SHPO will send you a concurrence letter. Include a copy of it along with your 106 submission documents.

If the information you submitted is not sufficient to make a determination, SHPO will send you a letter requesting additional information or may require that a professional archaeologist or architectural historian conduct a cultural or archaeology survey. Coordinate with SHPO on the requirements of the survey and completing a Section 106 Survey Memo Form. Once the survey has been completed and reviewed by SHPO, indicate the determination results from the survey and attach the concurrence letter from SHPO and a copy of the survey. If your project has an adverse effect determination, further consultation between SHPO, your organization, the Grants Management Section staff with Missouri State Parks and the NPS is required. A Memorandum of Agreement (MOA) between your organization, the NPS, GMS, and SHPO may be required, outlining avoidance measures. If funded, the MOA will be negotiated by the National Park Service. If through consultation, you have made commitments required by SHPO for avoiding, minimizing or mitigating resource effects on historic properties, explain those here.

- 9) Invasive Species – How will your project address any invasive species? Are any invasive species present in the project area? Does your project include landscaping with native species and implementing measures to prevent the spread of noxious or invasive species (positive)? Are you removing noxious weeds and plants from the project area (positive)? Are you planting fast growing grasses to stabilize soil that has been disturbed (positive)? For information about controlling noxious weeds, see the Missouri Department of Agriculture website at: <https://agriculture.mo.gov/plants/pests/noxiousweeds.php>. Project sponsors are not permitted to plant invasive species as part of their project.
- 10) Land Use Plans – Do you have a land use plan for this park? Does the current proposal fit into land use plans for the park? If the land is leased, do you have more than 25 years on the lease (positive)?
- 11) Lightscapes – Will the project impact any dark-sky areas? Are you replacing lights to be energy efficient lights or have timers on them (positive)? Are you installing lights to help with security and safety of the park (positive)? Are night switches being installed to lower lights at night for wildlife or will the lights turn off when park is closed for the night (positive)?
- 12) Migratory Birds –Are any regulated migratory birds present in the project area and if so, how will your project impact those species? Are you removing trees during the breeding seasons (negative)? Are you planting trees to restore habitat (positive)? To find out information about migratory birds check out the UFWs website at: <https://www.fws.gov/program/migratory-birds/species>. For a list of migratory birds see [50 CFR 10.13](#).
- 13) Recreation Resources – Are you adding new outdoor recreation opportunities to the park? Are you renovating the park to make it better than it was before? The entire scope of work for this project should be a positive impact.
- 14) Socioeconomics – Evaluate socioeconomic impacts to the park. Will the construction of this facility cause competition with the private sector? What is the economic impact? Will there be an increase in economic activity as a result of the project?
- 15) Sound – What impact will the project have on sound? Will there be a significant change in noise that would affect the ambiance of the park? For example, are you creating a shooting range or motorized trail? If so, what are doing to reduce the impact of noise from the shooting range or motorized trail? Will the project be constructed in a federally protected wilderness area or sensitive habitat area (negative)?

16) Unique Ecosystems – Please identify any unique ecosystems, such as biosphere reserves, world heritage sites, or old growth forests.

17) Water Quality or Quantity – Identify how you are impacting water quality or quantity. For example, are you creating a splash pad with water filtration or reuse system (positive)? Are you impacting the ground water table? Will this project renovate a sports field to help decrease standing water on the field (positive)?

18) Water Costal Barrier Resources – There are no coastal barrier waters located in Missouri, leave blank.

19) Water Marina & Estuarine – Identify any impacts to water marina or estuarine resources. Is this project also eligible for Dingell-Johnson or Wallop-Breaux Act funding (boat or fishing access)? Will this project create a beach or install breakwaters (positive)? Will this project create an ADA fishing dock or marina (positive)? If you do not have a marina or estuarine within the project scope of work, leave this box blank.

20) Water Stream Flow – The U.S. Environmental Protection Agency has information about Stormwater Discharges from construction activities and the permits that are required at: <https://www.epa.gov/npdes/stormwater-discharges-construction-activities>. Are you disturbing more than 1 acre of land? Will sedimentation in nearby streams occur (negative)? Will this project be diverting or damming a stream (negative)? If a permit is required it should be listed in Question 82.

21) Water Wetland and Floodplains – All projects need to print a **Wetland Map** as part of the supporting documentation. The Wetland Mapper website provided through the National Wetlands Inventory is <https://www.fws.gov/wetlands/Data/Mapper.html>. Click on Wetlands Mapper, in the top right under “Find Location” add the address for the Park. Zoom in or out to include the entire area of the park. Make sure Wetlands, Riparian and Data Source are checked under Map Layers. At the top right click on “Print,” and enter Project Name (Question 54), then click “Print.” Once the print job is created, click on Project Name and print the .pdf that is created in color. If this map, shows wetlands within the park, you must consult with the U.S Army Corp of Engineers (USACE) about the effects of the project on the jurisdictional waters within the project area. They will determine if your project will have a positive or negative impact and will let you know if you need a permit. If a permit is required add it to Question #82. List the mitigation measures that USACE provided in Question #79. **All correspondence** should be included with the supporting documents. You can modify the USFWS template letter (page 19) for USACE. For the **Floodplain Map**, you should use the map and information from Question #18. Only one copy of the floodplain map needs to be included with the supporting documents.

22) Soil Map and Prime Farmland Map - To determine if your project site will be converting prime or unique farmland, use the Natural Resource Conservation Service Agency's (NRCS) Web Soil Survey at <https://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx>. Under the Quick Navigation – Address, add the address for the park and click “View.” Under Area of Interest use the hand icon to move the map to the project area. Use the + icon to zoom into the project area. Click on the AOI Polygon to draw a polygon around the project area. You do not need to include the entire park in the area, such as the area you will be affecting with this project. Double click to create the AOI. If the AOI is not correct, click on “Clear AOI” and redraw. If the AOI is correct, go to the top of website and click on the “Soil Map” Tab. On the top right hand side click “Printable Version.” Add the project Name to the Custom Subtitle and click View. Download and print the **Soil Map** in color. Return to the USDA website and at the top of the website click on “Soil Data Explorer” Tab. Under Suitabilities and Limitation Ratings, click the down arrow for “Land Classifications.” Then click the down arrow for “Farmland Classification,” and click on “View Rating.” Once map has been filled in, click on “Printable Version” and add the Project Name (Question 54) and click on “View.” Download and print the **Farmland Map** in color. It should be about 5-6 pages long. If the soil survey indicates that your project will impact prime or unique farmland, you will need to complete parts I and III of the Farmland Conversion Impact Rating Form [https://www.nrcs.usda.gov/Internet/FSE\\_DOCUMENTS/stelprdb1045394.pdf](https://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1045394.pdf) and submit the form to your local NRCS field office at <https://www.nrcs.usda.gov/wps/portal/nrcs/mo/contact/local/>. Coordinate completion of the form with the NRCS to determine if impacts generate a score of 160 or higher and any mitigation measures required to minimize those impacts. Attach a copy of the soil survey and, if your project will be impacting prime or unique farmland, include the completed Farmland Conversion Impact Rating Form with supporting documents. List those measures in Question #79. If there are no impacts to prime or unique farmland or the score on the Farmland Impact Rating Form is less than 160, then no

commitment statement is necessary.

- **Question 77, TABLE 2** - This is a list of mandatory impact criteria that preclude the use of a categorical exclusion. If you answer “yes” or “?” for any of the mandatory criteria, you must develop an Environmental Assessment (EA) or Environmental Impact Statement (EIS) regardless of your answers in table 1. If an EA or EIS is required, a copy should be included with the Supporting Documents
- **Question 78, HAVE THERE BEEN ANY PREVIOUS NEPA DOCUMENTS THAT ARE RELEVANT TO THIS PROJECT OR THIS SPECIFIC SITE?** – Indicate yes or no if there have been any prior environmental reviews completed on this specific project or this site pursuant to the National Environmental Policy Act. If yes, please include a copy of the summarized findings and include page number references to where the findings are located in the document.
- **Question 79, EXPLAIN ANY NEGATIVE OR UNKNOWN IMPACTS IDENTIFIED IN QUESTION 76 (TABLE 1) OF THE ENVIRONMENTAL RESOURCES SURVEY, OR ANY BOXES MARKED AS “YES” IN QUESTION 77 (TABLE 2).** Please provide an explanation for any negative or unknown impacts identified in table 1 of the Environmental Resources Survey, or any boxes marked “yes” in table 2. Discuss all mitigation measures that are required from federal and state agencies to protect the resources within the project area.
- **Question 80, HOW WAS THE INFORMATION IDENTIFIED IN THE TABLES DERIVED AND WHAT SOURCES OF DATA WERE USED TO JUSTIFY THE IMPACT SELECTION?** – List all the websites and reports you used to derive your answers to table 1 and 2. If you consulted with USACE or USFWS, list which resources from table 1 and 2 they consulted on and include all correspondence between your agencies with the supporting documents. All maps and reports used should be included with the supporting documents.
- **Question 81, WHO CONTRIBUTED TO FILLING OUT THE ENVIRONMENTAL RESOURCES SURVEY?** – Provide the name, title, and experience for all individuals who are assisting in reviewing the environmental documentation. What qualifications do they have that provide the necessary resource expertise to determine impact significance?
- **Question 82, LIST ALL REQUIRED FEDERAL, STATE, AND LOCAL PERMITS/APPROVALS NEEDED FOR THE PROPOSAL AND EXPLAIN THEIR PURPOSE AND STATUS.** - Please provide a list of all federal, state, and local permits/approvals needed for the proposal and explain their purpose and status. To ensure that your project follows all permitting requirements, it is recommended you visit DNR’s Permitting website (<https://dnr.mo.gov/permits-certifications-registrations-licenses>) to determine which, if any, permits may be required. Additionally, you are expected to be familiar with and comply with any local permitting requirements that apply to your project. Below is a summary of permits you may be required to obtain.
  - **404/401 Permit** - In order to determine if your project will require a 404 Permit and a 401 Certification, you will need to establish if any of the following are in your project location: creek or stream channel (even if the bed is currently dry); lake; river; drainage ditch or wetlands. If any of the above conditions exist within your project area, then you will need to determine if your project has the potential to impact any jurisdictional water. Project sponsors are strongly encouraged to hire or consult with a professional who is qualified to identify wetlands and other jurisdictional waters to determine if the project will have an impact on those resources. Many activities involving relatively minor impacts are authorized under Nationwide Permits, or NWPs. To find out if your project falls under a NWP, you will need to contact the USACE District Office that oversees the district in which your project is located. The USACE will indicate whether your project is covered under a NWP or if you will be required to complete an individual 404 permit application (<http://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/Obtain-a-Permit/>). The USACE will then send you a letter authorizing your project under a particular permit, and will send a copy of your letter to MoDNR. If the USACE’s letter to you indicates that MoDNR has “conditionally certified” your activity and the letter includes MoDNR’s conditions, you will not need to contact MoDNR for further certification. If the USACE’s letter to you indicates that you must obtain an individual 401 certification, please follow the instructions for submitting your application materials to MoDNR, which can be found at <http://dnr.mo.gov/env/wpp/401/index.html>.
  - **Land Disturbance Permit** - The Missouri Department of Natural Resources’ Water Protection Program (WPP) implements the National Pollutant Discharge Elimination System (NPDES) Program, including permitting, administrative, and enforcement, as outlined in Section 402 of the federal Clean Water Act. DNR requires a Land Disturbance Permit for projects that disturb one or more acres or disturb less than one acre when part of a larger common plan of development that will disturb a cumulative total of one or more acres over the life of the project. A permit must be obtained and a Stormwater Pollution Prevention Plan written prior to starting land disturbance

activities. For your convenience, DNR has created the ePermitting system to allow you to apply for your Land Disturbance Permit online (<http://dnr.mo.gov/env/wpp/epermit/help.htm>). To log onto ePermitting, you must enter through DNR's Missouri Gateway for Environmental Management (MoGEM) (<https://dnr.mo.gov/mogem/>).

- **Burn Permit** - The Clean Air Act (CAA) is the federal law that regulates air emissions. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants. Most LWCF projects and project-related activities are exempt from air quality conformity requirements of the CAA, unless the project is considered "regionally significant" as defined by 23 CFR 450.104 (<https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450>) or is located in a nonattainment area. Projects outside the St. Louis and Kansas City Metropolitan Planning Organization (MPO) areas generally will not meet the definition of "regionally significant." For projects within the St. Louis and Kansas City MPO areas, the project sponsor will need to coordinate with the MPO to determine the level of analysis required. For MPO contact information, see <http://www.fhwa.dot.gov/modiv/programs/mpo.cfm>. If a project is determined to be regionally significant, conformity will be demonstrated through an established process for inclusion in a metropolitan Transportation Improvement Program (TIP). Indicate on the NEPA Determination Form if your project is in either the St. Louis or Kansas City MPO and provide documentation that you've coordinated with the MPO in determining if your project is considered regionally significant. Air quality standards also regulate open burning. Open burning of tree trunks, tree limbs and vegetation from land clearing operations is allowed without a permit if untreated and done in accordance with state regulations. For information about those requirements, please go to DNR's website: <https://dnr.mo.gov/document-search/facts-open-burning-under-missouri-regulations-pub2047/publish2047>. Local jurisdictions (i.e., municipalities, counties, etc.) may have additional restrictions on open burning. Prior to conducting any open burning, the project sponsor should contact the city or county of jurisdiction for any local restrictions or required permits.
- **Question 83, HAS A PHASE I CULTURAL RESOURCE SURVEY WITH SHOVEL TESTING BEEN CONDUCTED WITHIN THE PROJECT?** – Indicate yes or no if there have been any previous Phase I Cultural Resource Survey with shovel testing completed that included this site within the area of potential effects. If **NO**, describe any construction planned as a result of the project (including the surface area depth). Try to answer the following questions: Is the area already disturbed? How deep will you be digging? Will you be using heavy equipment and how will get it get to project area? Will you be bringing in fill, if so from where will it come? If removing fill from project area, where will it be deposited at? An example, this project will construct a 30' X 50' pavilion, the concrete pad will disturb an area of 40'X60' and be dug 6 inches deep and the footings will be between 18"-24" deep. These depths should also be included in the Section 106 review from that you sent to SHPO. If yes, attach **a copy of the survey**, summarize findings, and include page number references below.

**SUPPORTING DOCUMENTATION CHECKLIST** – the checklist is provided on the application as an aid to project sponsors and should be completed before submitting the application packet. For a detailed summary of each required item, see pages 9-11 of this guide.

**CERTIFICATION OF RESPONSIBLE PERSON** – a responsible official of the sponsor's agency **must** sign and date this section to complete the application, or the application will not be scored. The responsible person should be the individual listed in the Resolution. Examples of responsible officials include mayors, city managers or administrators, parks and recreation department directors, chief financial officers, etc. The responsible official does not need to be the contact person listed on the application but does need to read the application and have an understanding of the requirements of administering the grant, should one be awarded. The responsible official **cannot** be an independent grant writer who is not affiliated with the agency. An incomplete or inaccurate application packet will be ineligible for scoring.

## APPENDIX C. GRANT ROUND EMAIL NOTIFICATION EXAMPLE

The Missouri Department of Natural Resources, Division of State Parks, is pleased to announce that the 2024 grant rounds for the Land & Water Conservation Fund (LWCF) is now open. LWCF grants are available to cities, counties and public school districts to be used for outdoor recreation projects. For more information about this program, to download the grant application, and to register for a grant application workshop, visit <https://mostateparks.com/page/55065/outdoor-recreation-grants>. For questions, contact grants management staff at [mspgrants@dnr.mo.gov](mailto:mspgrants@dnr.mo.gov). Deadline to apply is November 15, 2023.

## **APPENDIX D. LWCF GRANT APPLICATION SCORING MATRIX**

**Land and Water Conservation Fund  
FY 2024 Grant Application Score Sheet**

<b>Sponsor:</b>	<b>Application Number:</b>
<b>Project Title:</b>	
<b>Project Scope:</b>	
<b>Amount Requested:</b>	<b>Application Rank:</b>
<b>County:</b>	
<b>GMS Comments:</b>	
<b>Review Committee Scoring Section:</b>	
<b>Points</b>	
Project Sponsor's Background & Prior Performance (#9-11)	Up to 10 points
Project Location & LWCF Boundary Information (#12-28)	Up to 10 points
Property Management & Stewardship (#29-34)	Up to 10 points
Real Property Acquisition, Project Development, & Scope of Work (#35-59)	Up to 20 points
Project Need (#60-61)	Up to 5 points
Project Planning (#62-66)	Up to 10 points
Partnerships (#67)	Up to 2 points
Project Budget & Budget Details (#68-75)	Up to 23 points
Environmental Resource Survey (#76-83)	Up to 10 points
<b>Total Score</b>	<b>100 Points</b>
0	
Please provide feedback in the following areas for this application:	
Application Strengths	
Application Weaknesses	
Recommendations for Improvements	